

56/989



CARRIER COST SYSTEM

RURAL CARRIER ROUTE TEST
TRAINING MATERIALS

Rates & Classification Department
Information Requirements Division
September 1989

Handbook F-56

1.31/14:

READER
FICHE

best copy available

U. S. Postal Service
Washington, D.C.

Carrier Cost System
MSC/Post Office Reference

Transmittal Letter #1
September 23, 1989

A. EXPLANATION

This handbook is to serve as a training aid and reference for employees at management sectional centers and post offices who are involved in the Carrier Cost System. The Rural Carrier Handbook is to be used in the completion of the Rural Carrier tests using the 2858R questionnaires.

B. DISTRIBUTION

1. Initial. This handbook is distributed to postal facilities participating in the Carrier Cost System.
2. Additional Copies. Order on Form 7380, Supply Center Requisition, directly from your area supply center.

C. COMMENTS

1. Content. Refer all questions and suggestions regarding the content of this document to:

Information Requirements Division
Cost Statistics Branch
U.S. Postal Service
Washington, DC 20260-5325
2. Clarity. Refer all questions regarding the organization and editing of this document to:

Document Control Division
U.S. Postal Service
Washington, DC 20260-1571

D. INTERPRETATION

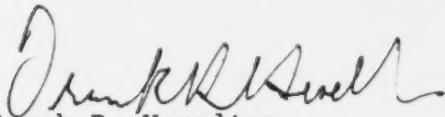
The singular pronouns "he" and/or "she" are used in this handbook for clarity or convenience only. They are used in a generic sense and therefore apply to both male and female employees.

E. CANCELLATIONS

All previous issues of Handbook F-55 and update memos are obsolete at the end of FY 1989.

F. EFFECTIVE DATE

This handbook is effective on September 23, 1989.

A handwritten signature in dark ink, appearing to read "Frank R. Heselton", written in a cursive style.

Frank R. Heselton
Assistant Postmaster General
Rates and Classification Department

RURAL CARRIER ROUTE TEST INSTRUCTIONS

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RURAL CARRIER ROUTE TEST

I. PURPOSE

The purpose of the rural mail count is to distribute rural carrier costs among the different classes of mail and special services. About \$700 million in rural carrier costs will be distributed on the basis of this count. Accuracy in identifying and counting mail pieces is extremely important in setting rates for the classes of mail.

Most rural carriers are paid according to:

- o The physical characteristics of the routes (miles, boxes).
- o The volume of mail handled on the route. Mail volume by shape and type of mail is counted to evaluate routes and determine the carriers' pay.

The Rural Carrier Route Test will identify the shapes and types of rural mail by class and subclass. The shapes and types will help determine the proper postage rates for each mail class.

In this count, a random sample of rural mail will be selected, and then:

- o The shape and type (e.g., letter, flat, parcel, boxholder) of each sample mail piece will be examined. The shape and type categories are the same as those listed in the M-37 Handbook, Rural Delivery Carriers' Duties and Responsibilities. Appendix A of this manual also describes mail shapes and types;

- o The class of mail and special services provided will also be monitored.

The information from this test will be used to identify mail classes that require high levels of rural carrier service. The costs of rural delivery can then be assigned fairly to mail classes.

II. PROCEDURES

You will be notified of the route(s) selected for the Rural Carrier Route Test and the date(s) on which the count should be conducted. Plan to be at the test site at least 1 hour before the carrier is expected to pull down cased mail. You will be counting the mail in every 20th box in the carrier's case. These boxes are the "sample boxes." In addition, you will count all accountables, parcels, and postage due items.

A. Mail to Be Counted:

1. Before the carrier pulls down mail for delivery, you will count the following items:

- o All accountable pieces
- o All parcels
- o All postage due items will be counted
- o The letters, flats, and boxholder pieces that will be delivered to the sample boxes.
(Selection of the sample boxes is discussed below.)

2. Count only pieces delivered on the day of the test from the office where the test is being conducted. If the carrier is able to deliver only part of the route on the test day because of bad weather or any other reason, count the mail intended for delivery to that part of the route. If none of the route's mail will be delivered that day, cancel the test.

It is important that every piece of mail to be delivered to the sample boxes be counted. Mail from all possible sources must be included in the sample box mail count. These include the case, accountable pieces, postage dues, boxholder mail, and parcels.

3. After delivery is completed, the postmaster or his designee will count all mail collected by the carrier along the route (including all parcels, accountable pieces, and mail picked up from boxes serving intermediate offices). Mail picked up from collection boxes is not counted.

B. Who Should Perform the Count

1. The Data Collector counts the mail before delivery and completes the Form 2858R. Only a trained data collector who knows mail classification and the shapes of rural mail (as outlined in Appendix A) is to conduct this test.

2. The carrier assists the data collector in identifying sample boxes and in locating uncased mail.
3. The postmaster or his designee performs the count of collected mail and records the count on Form 2848. The postmaster should not designate the carrier to count mail collected on the route, unless no one else will be available to conduct the count when the carrier returns.

III. FORM DISTRIBUTION

Form 2858R - Carrier Cost System -- Carrier Route Test.

Four weeks before the start of the fiscal year, you will receive Forms 2858R for that year. (By September 1, 1989, each MSC will receive enough Forms 2858R to conduct the tests scheduled for the Fiscal Year.) Each Rates and Classification Center will receive a limited supply of the Forms 2858R. Call the Rates and Classification Center if you run short.

Form 2848 - Rural Carrier Route Mail Acceptance Data. Four weeks before the start of the fiscal year, each MSC will receive a supply of Forms 2848 for the entire fiscal year. This form may be photocopied to ensure an adequate supply for each MSC.

Form 2847 - Rural Carrier Payment Authorization. Four weeks before the start of the fiscal year, each MSC will receive copies of Form 2847. This form is used to compensate the rural carrier for all time spent on the Rural Carrier Route Test as well as any delay caused by counting the route mail. This form may be photocopied to ensure an adequate supply for each MSC.

NOTE: Substitute rural carriers who assist in the test, even though they are paid by the hour, should fill out the payment form.

Labels 34R Printout. Approximately 3 weeks before the start of each fiscal quarter, each MSC must download a Printout of Labels 34R, from ODIS RPW Frame Entity Operations (ORFEO) System, for tests scheduled during that fiscal quarter. The printout should be copied onto blank Labels 34R (light blue labels) to be used for tests during that fiscal quarter.

Blank Labels 34R. Each unit will also receive a supply of blank Labels 34R (light blue labels) to use when setting up rescheduled tests. If you are running low, call the Rates and Classification Center for additional blank Labels 34R.

List of Tests to be Conducted. Approximately 3 weeks before the start of each fiscal quarter, each MSC must download a printout of the dates and locations of Rural Carrier Route Tests from the ORFEO System. The Rates and Classification Center must download two printouts (e.g., a listing by date of all Rural (and City) Carrier tests to be conducted during the fiscal quarter, and a copy of the MSC printouts) from the ORFEO system.

The sample selection listing will be used to record completed tests, rescheduled tests, and rescheduled test dates.

IV. TRANSMITTAL OF FORMS

1. Form 2847 - Rural Carrier Payment Authorization. This form must be mailed by the postmaster at the test site to the Postal Data Center (PDC). The PDC address is provided on the form.
2. Form 2848 - Rural Carrier Route Mail Acceptance Data. The postmaster should mail Form 2848 to the data collector whose name and address are given in Section 1 of the Form 2848. At the end of each week all completed Forms 2848 received from the postmasters of test sites should be mailed to the Cost Statistics Branch, Statistical Reporting Division, at Headquarters Postal Service. REMINDER: At the same time that the Forms 2858R are mailed to Jeffersonville, the Forms 2848 should be mailed to the Information Requirements Division.

At the end of each Report week, the Statistical Programs office will mail the completed Forms 2848 for that week to:

Attn: Form 2848
Information Requirements Division
Cost Statistics Branch
U.S. Postal Service, Room 1640
475 L'Enfant Plaza, SW
Washington, D.C. 20260-5322

3. Completed Forms 2858R should be mailed to Jeffersonville, Indiana, in one batch not later than the first Tuesday after the end of the Report week. The blue bar-coded label must be used to mail the forms to:

POSTMASTER
JEFFERSONVILLE, IN
47131-9998

On the sample selection listing indicate whether a scheduled test has been completed or rescheduled. Also, list rescheduled tests completed during the week. A copy of this list should accompany the mailing to Jeffersonville, IN. In addition, a copy of the listing should be forwarded to the Statistical Programs Coordinator, Rates and Classification Center, at the end of the Report week.

Before mailing forms, check carefully for and remove any extraneous materials (worksheets, other forms such as 2848s and 2847s, and other blank papers and forms).

NOTE: YOU SHOULD NOT DELAY THE MAILING OF FORMS 2858R BECAUSE OF DELINQUENT TEST(S). IF THERE ARE QUESTIONS REGARDING DELINQUENT TEST(S) CALL YOUR RATES AND CLASSIFICATION CENTER FOR INSTRUCTIONS.

V. QUESTIONS AND COMMENTS

For data to be reliable, the same procedures must be followed by all individuals. Please ask questions if you are confronted with a unique or unusual situation. This will ensure that what you are doing is consistent with what others are doing.

If you have any questions about the forms or test procedures for which you cannot find answers in this manual, or if you have comments or suggestions, please contact the Statistical Programs Coordinator at the Rates and Classification Center.

Your comments and questions serve an important function. They highlight areas where the training materials should be changed, clarified, or supplemented to improve the Rural Carrier Route Test.

VI. HOW TO HANDLE CONFLICTS WITH OTHER TESTS FOR THE SAME OFFICE

- A. If a Rural Carrier Route Test (Forms 2858R and 2848) is scheduled for the same day as an ODIS (CODES) or RPW (1120 Series), do both the ODIS and/or RPW and the Rural Carrier Tests.

(ODIS and RPW tests are conducted before the mail is cased. The Rural Carrier Route Test is conducted while the mail is being cased and after the mail is cased.)

- B. If a Rural Carrier Route Test is scheduled for the same day as a Route Inspection, reschedule the test.
- C. If a Rural Carrier Route Test is scheduled for the same day as a National/Special Count of mail, cancel the test.

VII. PREPARING FOR THE TEST

A. Prior to the Test Day

1. As a data collector, call the test site the day before the test to find out:
 - o What time the carrier is expected to pull down the case on the test day (if the carrier pulls down the case twice, find out what time the carrier pulls down first)
 - o Whether the postmaster will be there when you arrive, after the carrier departs for the route, and after the carrier returns.
 - o Whether the carrier serves other offices during the time he is delivering mail. If an intermediate office will be tested, identify the pull down time for the mail cased there.
2. You must know how to complete a FOSDIC form. If you do not know, read Appendix C: The FOSDIC Form.
3. Paste the Label 34R in the upper left-hand corner of a test booklet (this becomes Book 1). Complete as much as possible of page 1 of book 1 prior to the test day (see page 19 for instructions).
4. (Optional) When you receive the list of tests to be conducted during the next postal quarter, notify the postmasters at the test sites. See Appendix D for a sample letter.

B. On the Test Day

You must bring the following materials to the test site with you:

- o one sheet of cardboard to place between the test booklet pages to prevent bleed-through of information when you enter data.
- o Forms 7858R, Rural Carrier Route Test (at least seven test books)
- o Form 2848, Rural Carrier Route Mail Acceptance Data
- o Form 2847, Rural Carrier Payment Authorization
- o A Frame Listing, to record changes in Route Number, Route Type, CAG, and Finance Number
- o Rural Carrier Route Test Instructions (F-56)
- o Sample box markers
- o Rural Route Template
- o Number 2 pencils and blank paper
- o F-46: In-Office Cost Identification System, Mail Identification examples
- o Postal Rate Chart.

VIII. OVERVIEW OF TEST SITE PROCEDURES

- A. Introduce yourself to the postmaster and the carrier, and explain:
- o The purpose of the test
 - o How the mail will be counted
 - o Your need for the carrier's assistance.
- B. Show the Carrier the Test Form. The carrier may be concerned that the test is collecting information on him rather than on the route. Be sure to explain that these tests will NOT be used to establish work standards or to measure carrier performance.
- C. Questions to ask the Rural Carrier

To clarify the procedures, ask the carrier the following questions before beginning the test:

1. How do you identify the boxes in the case where uncased pieces will be delivered?
2. Are there any NDCBUs (centralized boxes) on the route? If "yes," read Appendix B.
3. Is mail for any box being withheld? (If "yes," do not count parcels, postage due, or accountable mail addressed to the box.)
4. Is any mail out on the loading dock or somewhere other than at the carrier case?

5. Do you pick up mail along the route and deliver it as you do the route? If "yes," ask the rural carrier to record the shape and class(es) of mail and make sure it is reported on Form 2848.

- D. Locate all parcels, postage due items, and accountable mail, with the carrier's assistance. Complete pages 2 and 3 of Form 2858R. Ask the carrier if he marks the boxes which are receiving these uncased pieces. If the carrier does not mark the case, record on a blank piece of paper the addresses or box numbers of the parcels, postage due items, and accountables. They will be matched later to the sample boxes. Remember that some parcels may be located in the case, and some flats may be located in the parcel bin. Use the template to determine shapes. If any flat-size pieces are mixed in with the parcels, record their mail classes as well.
- E. Ask the carrier if there is any other mail for the route that will not be cased. If boxholder pieces are present, examine these to determine if all boxes on the route will receive the piece(s). Record boxholder pieces on the sample box data forms.

Many boxholder mailings have facing slips that identify the number of pieces. You may compare these counts with the number of boxes on the route. This will show whether there are enough boxholder pieces for the route.

- F. Ask the carrier if more than one carrier delivers the mail for this route. If "Yes," remember we are testing the route not the carrier; all boxes on the route must be included when counting to determine sample boxes.

- G. Does the carrier deliver parcels for another carrier?
If "yes," those parcels must be counted.
- H. Mark the sample boxes when the carrier has finished casing the mail (see page 54 for instructions). Record the mail for sample boxes on the proper forms. Record the number of parcels, postage due, and accountable items destined for sample boxes.
- I. Explain the collection mail data form, Form 2848, to the postmaster. It must be very clear to the postmaster which items must be completed and that the completed Form 2848 must be mailed to you.
- J. Explain the rural carrier payment authorization form, Form 2847, to the postmaster. It must be signed by both carrier and postmaster; the carrier's Social Security number must be present and the form must be mailed to the correct PDC.

IX. TESTING THE ROUTE

Books (Form 2858R) Needed to Complete a Route Test:

1. The first book to be used is the Form 2858R on which the Label 34R has been pasted. Make sure Item 103, "Book No." is marked "01."

Only Book No. 1 will have a light blue Label 34R pasted in the upper left hand corner.

Data for eight sample boxes may be recorded in each test book. You may need more than one book (Form 2858R) to record data for all of the tested boxes on a route. Do not use a light blue Label 34R on these additional books.

While waiting for the carrier to case the mail, you may prepare as many books as you think you will need. Using a blank book (Form 2858R), fill in only the Test ID and Test Date at this time. (Instructions for filling out page 1 of supplemental Forms 2858R (Books 2, 3, 4, etc.) are on page 25-26.)

2. Recording the Data

- a. Use only a Number 2 pencil to complete the form. Cover all zeroes/numbers completely. Right justify numbers, filling in leading zeros where necessary.
- b. If you are not familiar with FOSDIC forms, read Appendix C.

- c. Make sure all mail to be delivered that day is at the case: accountables, parcels, carrier route sort bundles, directs, mail from another route that is delivered (on a regular basis) by the carrier on the tested route, and Express Mail.

Mail to be delivered must be counted according to procedures explained in the following section.

X. GENERAL MAIL COUNT INSTRUCTIONS

This section explains how to complete Form 2858R. The general characteristics of the count are as follows:

- o Explain to the postmaster that:
 - (1) You are there to conduct a test for the purpose of ratemaking
 - (2) You need the carrier's assistance
 - (3) The test will be conducted prior to the carrier's pulling down the mail in the case
 - (4) The carrier will be briefly delayed
- o Explain to the carrier that:
 - (1) You are there to conduct a test for the purpose of ratemaking
 - (2) This is not an evaluation of the route or carrier
 - (3) You will require the carrier's assistance
 - (4) The carrier will be briefly delayed
- o Ask the carrier the questions on page 12-13.
- o All parcels, postage due items, and accountable mail must be counted. Write the addresses of the parcels on a blank sheet of paper. This list will help you to count all parcels and to match parcels to sample boxes.

- o Letters, flats, and boxholder pieces to be delivered to sample boxes on the test day must be counted.
- o Each uncased boxholder mailing should be examined to determine if enough pieces are present to deliver to every sample box on the route. Compare the count on the facing slip to the number of boxes on the route. Include only those boxholder pieces that will be delivered on the test day.
- o Record only those items that will be delivered or attempted on the day of the count (exclude parcels or accountables attempted on a previous day). Do not count delivery items that are cased or made available after the carrier straps out for the day.

XI. LABEL 34R

The Label 34R, a light blue gummed label, contains the information you need to determine the date and location of the Rural Carrier Route Test. A copy of the Label 34R is printed below.

Study the location of each piece of information.

Test I.D.		Post Office Name		Sample Box Start No. 12	
CAG	Finance No.	Scheduled Test Date		Route Type	Route No.
MSC Name				ZIP + 4	

Label 34-R, January 1988

NOTE: The space labeled "Sample Box Start No." will contain the number of the first sample box. For example, if the number in the space labeled "Sample Box Start No." is 12, the first sample box will be the 12th box on the carrier's route (starting with the first box to which the carrier delivers mail.)

Each MSC must download a printout of Labels 34R approximately three weeks before the start of each fiscal quarter from the ORFEO System. The downloaded printout must be copied onto blank Labels 34R, and then pasted on a blank Form 2858R.

Information on the copied onto the Label 34R will be used to complete items:

- o 101 - Test Date
- o 105 - Test ID
- o and to make certain that the CAG, Finance Number, Route Number, and Zip + 4 Code for the Route are correct.

Label 34R is to be used ONLY on Book 1 of each test; do not use a label on supplementary books. Blank Labels 34R are to be used to create new labels for rescheduled tests.

XII. ROUTE IDENTIFICATION INFORMATION: PAGE 1, BOOK 1

U. S. POSTAL SERVICE/RURAL CARRIER COST SYSTEM QUESTIONNAIRE - FY 1990

AFFIX LABEL

R

CARRIER COST SYSTEM

RURAL CARRIER ROUTE TEST

MUST BE FILLED IN FOR EVERY TEST BOOK

101. TEST Date			102. Pay Period	103. Book No.	104. Total No. of Books	105. TEST I.D.
Month	Day	Year				
Jan	1	1989	1 1	1 1	1 1	1 1 1 1 1 1
Feb	2		2 2	2 2	2 2	2 2 2 2 2 2
Mar	3	1990	3 3	3 3	3 3	3 3 3 3 3 3
Apr	4		4 4	4 4	4 4	4 4 4 4 4 4
May	5		5 5	5 5	5 5	5 5 5 5 5 5
Jun	6		6 6	6 6	6 6	6 6 6 6 6 6
	7		7 7	7 7	7 7	7 7 7 7 7 7
	8		8 8	8 8	8 8	8 8 8 8 8 8
	9		9 9	9 9	9 9	9 9 9 9 9 9

ROUTE INFORMATION

106. Finance No. 0 0 0 0 0 0 1 1 1 1 1 1 2 2 2 2 2 2 3 3 3 3 3 3 4 4 4 4 4 4 5 5 5 5 5 5 6 6 6 6 6 6 7 7 7 7 7 7 8 8 8 8 8 8 9 9 9 9 9 9	107. CAG A O B O C O D O E O F O G O H O J O K O L O	108. Route Designation 0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9 (If Other Than 71 Through 79 Complete Page 1 Then STOP)	109. Rescheduled A. Is this Test to be Rescheduled 0 Yes 1 If Yes Complete Page 1 and STOP B. Is this a Rescheduled Test 0 Yes 1 No	110. Route No. 0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	111. Official Route Miles (To 2 Dec. Places) 0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	112. Evaluated Hours 0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	113. Current Route Type 0 H 1 J 2 K 3 Mileage 4 Auxiliary	114. Is this an L Status Route? 0 Yes 1 No
115. Route Serves Intermediate Office(s)? 0 Yes 1 No Go to 710	116. No. of Intermediate Offices 1 2 3 4	117. Office to be Tested (See Table 1) 0 Head-out 1 1st Intermediate 2 2nd " 3 3rd " 4 4th "	118. Zip Code on Tested Route 0 0 0 0 0 0 1 1 1 1 1 1 2 2 2 2 2 2 3 3 3 3 3 3 4 4 4 4 4 4 5 5 5 5 5 5 6 6 6 6 6 6 7 7 7 7 7 7 8 8 8 8 8 8 9 9 9 9 9 9	119. No. of Possible Boxes on Route 0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	120. Time Used by CARRIER to Take Test and Complete Forms Hours: 0 Minutes: 0 1 2 3 4	121. Time Used by DATA COLLECTOR to Take Test and Complete Form (Include Travel) Hours: 0 Minutes: 0 1 2 3 4 5 6 7 8 9 (If More Than 5 Hours, Explain in Comments)	122. Code Number Data Collector: 0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	

Table 1 Total No. of Offices	Day of Week M T W T F S S	123. FACILITY NAME	124. DATA COLLECTOR	125. Comments
Week 1	2 1 2 1 2 1 2 3 2 3 2 1 2 3 4 3 4 3 2 1 3 5 4 5 4 3 2 4	AREA CODE: () WORK PHONE		
Week 2	2 2 1 2 1 2 1 3 3 2 1 3 1 2 4 4 3 2 1 2 3 5 5 4 3 2 1 4	WARNING: KNOWINGLY PROVIDING FALSE OR MISLEADING INFORMATION MAY RESULT IN CIVIL OR CRIMINAL PROSECUTION.		

A. Example of Page 1, Book 1.

B. Instructions for Completing Page 1 of Book 1

QUESTIONS 101 THROUGH 105 MUST BE COMPLETED FOR EVERY TEST BOOK.

Page 1 of the test book (Form 2858R) provides basic route information. It is important that the items on this page be completed accurately. Ask the rural carrier to check your answers to these questions.

The instructions below follow the order of questions on the test booklet.

Item 101: Test Date

Enter the date on which you complete the test. This should be the same as the date on which you complete the test booklet. If the test is taken on October 16, 1989, complete Item 101 as follows:

Month		Day	Year
☐ Jan	☐ Jul	☐ 0	1989
☐ Feb	☐ Aug	☒ 1	☒
☐ Mar	☐ Sep	☐ 2	
☐ Apr	☒ Oct	☐ 3	1990
☐ May	☐ Nov	☐ 4	☐
☐ Jun	☐ Dec	☒ 5	
		☐ 6	
		☐ 7	
		☐ 8	
		☐ 9	

Please zero-fill and right-justify the month and day of the month when appropriate. For example, a test on January 9, 1990 should be recorded as:

101. TEST Date					
Month		Day	Year		
☒ Jan	☐ Jul	☒ 0	1989		
☐ Feb	☐ Aug	☐ 1	☐ 0		
☐ Mar	☐ Sep	☐ 2			
☐ Apr	☐ Oct	☐ 3	1990		
☐ May	☐ Nov	☒ 4	☒ 0		
☐ Jun	☐ Dec	☐ 5			
		☐ 6			
		☐ 7			
		☐ 8			
		☒ 9			

Item 102: Pay Period

Fill in the number (01 through 27, as appropriate) of the pay period in which the test occurs. Please zero-fill and right-justify. If the test is on February 14, 1990, the answer to this question is "05," and Item 102 should be completed as follows:

102. Pay Period
☒ 0
☐ 1
☐ 2
☐ 3
☐ 4
☒ 5
☐ 6
☐ 7
☐ 8
☐ 9

Item 103: Book Number

Mark this item as "01" for the first book. If the test requires additional books, record the number of each additional test book in this space.

103. Book No.	
☒	0
☐	1
☐	2
☐	3
☐	4
☐	5
☐	6
☐	7
☐	8
☐	9

Item 104: Total Number of Books

Leave this item blank until the test is completed. When the test is completed, record the total number of test books used in this space. For example, if six books are required for the test, complete Item 104 as follows:

104. Total No. of Books	
☒	0
☐	1
☐	2
☐	3
☐	4
☐	5
☐	6
☐	7
☐	8
☐	9

Item 105: Test ID

From the Label 34R in the upper left-hand corner of Book 1, get the Test ID and enter it in Item 105. Be sure the number in Item 105 is exactly the same as that on Label 34R.

For example, if the Test ID is 120654, complete Item 105 follows:

105. TEST I.D.									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

Each test book provides space for up to eight sample boxes on the route. The number of test books needed depends on the number of boxes on the route. Be sure to bring seven blank Forms 2858R with you.

As the test is being conducted, complete the following items on page 1 of each supplemental test book (Form 2858R):

- o Test Date (copy from Item 101 of page 1, Book 1)
- o Pay Period

o Book Number

o Test ID (copy from Label 34R)

Number the supplemental test books in order, as the
are used during the test.

After the test, count the number of books used and
complete Item 104 on each test book used. Be sure
that the Test ID is entered correctly in each
supplemental book.

Complete Items 106 and 107 only if they differ from
the information shown on the label.

Item 106: Finance Number

Enter the finance number here only if it differs
from the one shown on the label.

Item 107: CAG

Enter the CAG of the office where the test is being
conducted only if the CAG listed on the label is
incorrect.

Item 108: Roster Designation

Enter the Roster Designation of the carrier serving
the route on the test day. If the Roster
Designation is not 71 through 79, complete the rest
of page 1, Book 1 and STOP.

Item 109: Rescheduled Tests

**CALL YOUR RATES & CLASSIFICATION CENTER BEFORE
RESCHEDULING ANY TEST.**

- A. A test should not be rescheduled if a route scheduled to be tested does not operate on the test day (for example, a tri-weekly route that operates on Monday, Wednesday, and Friday is scheduled to be tested on Tuesday). The exception to this rule would exist for a test scheduled on a Saturday when the route does not operate on a Saturday (see Appendix F). Indicate that the route does not operate on the test day and return the forms.
- B. If the answer to 109A, "Is this Test to be Rescheduled," is "yes," complete page 1 and STOP. Give the reason for rescheduling in Item 125.
- C. When completing 109B. "Is this a Rescheduled Test":
- (1) If the answer is "Yes," fill in the bullet.
 - (2) If the answer is "No," leave Item 109B blank and go to Item 110.
- D. When completing Item 109 on a Rescheduled Test:
- (1) If the rescheduled test can be completed, mark Item 109B "Yes," and complete the test.

- (2) If a rescheduled test must again be rescheduled, mark both 109A and 109B "Yes."

NOTE: If a test must again be rescheduled, prepare a new Label 34R and affix it to a blank Form 2858R.

E. IF A TEST MUST BE RESCHEDULED, Item 109A is marked "Yes", and you must:

- (1) Prepare a new test form by copying the information printed on Label 34R onto a blank Label 34R. Do not copy the old date; enter the correct date when you conduct the test. Paste the new Label 34R onto a blank Form 2858R.
- (2) Place the newly prepared form with the test forms for the next week. Send the original Form 2858R, with the Original Label 34R, to the SPC.
- (3) If no overnight lodging is required, test the route on the same day next week.
- (4) If overnight lodging is required, test the route whose case is nearest to the case you were supposed to test. If this is impossible, test the route on the same day next week.
- (5) If a route has to be rescheduled for a second week, a new Label 34R must be prepared and

placed on a blank Form 2858R. Adhere to the rules for rescheduling which are found in Appendix F.

Item 110: Route Number

Enter the number of the rural route being tested. Be sure to zero-fill the first digit if the route number is nine or less. For example, if the test is on rural route 3, complete Item 110 as follows:

110. Route No.	
☒	☐
1	1
☐	2
☒	3
4	4
5	5
6	6
7	7
8	8
9	9

Item 111: Official Route Miles

Record official route miles to two decimal places. This information is available on line 5 of Form 4241-A, Rural Route Evaluation, which is maintained at the local office. For example, if the route is 45.72 miles long, complete Item 111 as follows:

111. Official Route Miles (To 2 Dec. Places)										
●	0	0	.	0	0	0	0	.	0	0
1	1	1	.	1	1	1	1	.	1	1
2	2	2	.	2	●	2	2	.	2	2
3	3	3	.	3	3	3	3	.	3	3
4	●	4	.	4	4	4	4	.	4	4
5	5	●	.	5	5	5	5	.	5	5
6	6	6	.	6	6	6	6	.	6	6
7	7	7	.	●	7	7	7	.	7	7
8	8	8	.	8	8	8	8	.	8	8
9	9	9	.	9	9	9	9	.	9	9

If the route serves intermediate offices, record the total mileage of the route.

Item 112: Evaluated Time

All H, J, and K routes have an evaluation of hours. For example, a route may be a "J-43." If so, record 43 hours in Item 112.

112. Evaluated Hours	
0	0
1	1
2	2
3	●
●	4
5	5
■	6
	7
	8
	9

Item 113: Current Route Type

Rural routes may be type H, J, K, Mileage, or Auxiliary. On H routes, the regular carrier works six

days a week. On J routes, the regular carrier has one relief day every other week. On K routes, the regular carrier has one relief day every week. Fill the appropriate bullet in Item 113 to indicate the route type.

Item 114: L Status Route

Fill the appropriate bullet in Item 114 to indicate whether the route being tested is an L status route (having 12 or more boxes per mile). Ask the carrier or postmaster or check the route sheet to find out if this is an L status route.

Item 115: Intermediate Office

Some rural carriers make stops at other post offices to sort and deliver mail. It is important for the purposes of this test to know if this occurs. Mark the appropriate bullet in Item 115 to answer this question.

If the answer to this question is "No," proceed directly to Item 118. If the answer is "Yes," complete Items 116 and 117.

Item 116: Number of Intermediate Offices

If the route serves intermediate offices, enter the number of intermediate offices served in Item 116.

Item 117: Office to be Tested

If the route services intermediate offices, complete

U. S. POSTAL SERVICE/RURAL CARRIER COST SYSTEM QUESTIONNAIRE - FY 1990

AFFIX LABEL	R
-------------	--

CARRIER COST SYSTEM

RURAL CARRIER ROUTE TEST

MUST BE FILLED IN FOR EVERY TEST BOOK									
101. TEST Date			102. Pay Period	103. Book No.	104. Total No. of Books	105. TEST I.D.			
Month: ☐ Jan ☐ Jul ☐ Feb ☐ Aug ☐ Mar ☐ Sep ☐ Apr ☐ Oct ☐ May ☐ Nov ☐ Jun ☐ Dec	Day: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9	Year: 1989 ☐ 1990 ☒	Period: ☐ 00 ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09	No.: ☐ 00 ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09	of Books: ☐ 00 ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09	I.D.: ☐ 00 ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09			

ROUTE INFORMATION																			
Complete Only if Different Than Label 106. Finance No. ☐ 00 ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09	107. CAG ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H ☐ J ☐ K ☐ L	108. Poster Designation ☐ 00 ☐ 01 (If Other Than 71 Through 79 Complete Page 1 Then STOP)	109. Rescheduled A. Is this Test to be Rescheduled ☐ Yes ☒ No If Yes Complete Page 1 and STOP. B. Is this a Rescheduled Test ☐ Yes ☒ No	110. Route No. ☐ 00 ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09	111. Official Route Miles (To 2 Dec. Places) ☐ 00 ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09	112. Evaluated Hours ☐ 00 ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09	113. Current Route Type ☐ H ☐ J ☐ K ☐ Mileage ☐ Auxiliary	114. Is this an Status Pos ☐ Yes ☒ No	115. Route Serves Intermediate Office(s)? ☐ Yes ☒ No Go to 118	116. No. of Intermediate Offices ☐ 1 ☒ 2 ☐ 3 ☐ 4	117. Office to be Tested (See Table 1) ☐ Head-out ☐ 1st Intermediate ☐ 2nd " ☐ 3rd " ☐ 4th "	118. Zip Code on Tested Route ☐ 00 ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09	119. No. of Possible Boxes on Route ☐ 00 ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09	120. Time Used by CARRIER to Take Test and Complete Forms Hours: ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 Minutes: ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9	121. Time Used by DATA COLLECTOR to Take Test and Complete Form (Include Travel) Hours: ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 Minutes: ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 (If More Than 5 Hours, Explain in Comments)	122. Code Number Data Collect ☐ 00 ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09			
Table 1 Total No. of Offices: Week 1: M T W T F S 2 1 2 1 2 1 3 2 3 2 3 2 4 3 4 3 4 3 5 4 5 4 5 4										123. FACILITY NAME: _____									
124. DATA COLLECTION AREA CODE: () WORK PHONE: ()										125. Comments: _____									
Week 2: M T W T F S 2 2 1 2 1 2 3 3 2 1 3 1 4 4 3 2 1 3 5 5 4 3 2 1										WARNING: KNOWLEDGE OF THIS FORM OR MISLEADING INFORMATION MAY RESULT IN CIVIL OR CRIMINAL PROSECUTION.									

Item 117 to indicate which office is to be the site of the test. Table 1 on page 1 of Form 2858R should be consulted to determine the office to be tested. For example, if there are two intermediate offices (three offices altogether) and the test is being conducted on Thursday of Week 1 of the pay period, test the office where the carrier begins the delivery day -- the headout office.

NOTE: Be sure to read Appendix E: "Taking the Test at an Intermediate Office."

Item 118: ZIP Code on Tested Route

Enter the ZIP Code for the route being tested in Item 118.

Item 119: Number of Boxes on Route

Enter the current number of boxes on the route in Item 119. All boxes, centralized and regular, should be included in this count. See line 5 of PS Form 4241-A for a count of boxes on the route. Ask the carrier if the count on PS Form 4241-A is current; if it is not, use the current number. On rural routes, boxes are generally included in the box count if temporarily vacant less than 90 days. If the route has intermediate offices, include only those boxes served from the facility where you take the test. Zero-fill and right-justify responses when appropriate. For example, record a route with 421 boxes as follows:

119. No. of Possible Boxes on Route				
●	○	○	○	
1	1	1	1	●
2	2	●	2	
3	3	3	3	
4	●	4	4	
5	5	5	5	
6	6	6	6	
7	7	7	7	
8	8	8	8	
9	9	9	9	

Boxes on the route are the basis of much of the sampling for this test. They should not be confused with stops on the route, addresses, or separations in the carrier case. One stop may serve several boxes. Mail may be cased for two or more boxes in the same case separation. It is important to remember that the box on the route is the basis of sampling.

The actual number of boxes on the route may differ from that on Form 4241-A (seasonal changes and holidays may be factors in the count). Take the carrier's count as being accurate.

NOTE: Boxes closed/vacated for 90 days or less are considered part of the route.

If the intermediate office cannot tell you the number of boxes on the route, call the headout office.

Item 120: Time Used by Carrier to Take Test and Complete Forms

Measure and record the amount of time the carrier assisted you. This amount includes all time for greeting the carrier, explaining the test, conducting the actual count, and his assisting in completion of this form.

If the total time required by the carrier for assistance with this test is 46 minutes, complete Item 120 as follows:

120. Time Used by CARRIER to Take Test and Complete Forms		
Hours	●	0 0
1	Minutes	1 1
2		2 2
3		3 3
4	■	4 4
		5 5
		6 6
		7 7
		8 8
		9 9

Be certain to zero-fill and right-justify the hours or minutes of this item, as appropriate.

Item 121: Time Used by Data Collector to Take Test and Complete Forms

Record the time it took to prepare forms, complete and review the test, mark FOSDIC areas, and orient both the carrier and postmaster. Include travel time to and from the test site.

NOTE: Travel time to take the test includes driving, flying time, and other modes of transportation to the test site - all the time during which you are on the clock. If you stay overnight to take a test, do not include any time during which you are not on the clock.

EXAMPLE: On the day prior to the test date, it took 2 hours to get to the test city from your office; you check into a hotel; on the test day it takes 15 minutes to get to the test site from your hotel. After the test it takes 2 hours and 5 minutes to get back to your office. Therefore, travel time totals 4 hours and 20 minutes. The time to prepare for and take the test, plus the time needed to complete the forms, was 1 hour and 10 minutes. Therefore:

Total time = 5 hours, 30 minutes.

If the total time to take the test and complete the forms is greater than 5 hours, mark the bullet in Item 125. Give the reason for the test requiring more than 5 hours and explain what portion of the total time was devoted to travel.

121. Time Used by DATA
COLLECTOR to Take Test and
Complete Form (Include Travel)

	☒ 0		☐ 0
Hours →	1	Minutes →	1
	2		2
	3		3
(If More	4	☒	4
Than 5	☒		5
Hours,	6		6
Explain in	7		7
Comments)	8		8
	9		9

125. Comments → ☒

Q121 - FOUR HOURS (4 HRS) AND 20
MINS. USED FOR TRAVEL (2 HRS 15 MINS
TO AND 2 HRS 5 MINS. FROM TEST SITE)
ONE HR. (1 HR.) AND 10 MINS. USED
FOR TESTING.

Item 122: Code Number of Data Collector

This item must be completed. A code number for you is assigned by your individual offices. After you complete the test, mark your 3-digit code number in Item 122. Before entering your code number be sure that you have reviewed all information carefully. All relevant categories should be marked.

Item 123: Facility Name

Print the name of the station, branch, main post office, or other facility where the test is conducted in Item 123. Please print legibly.

Item 124: Data Collector Name and Telephone Number

Print your name and work telephone number in Item 124. Indicate area code or PEN. Please print legibly.

Item 125: Comments

If responses to any item require comments, mark the bullet in Item 125. Print the comment in the space below the bullet. Be certain to specify the Item to which the comment pertains.

125. Comments —→ ●

Q 125- WHEN A COMMENT IS
REQUIRED, MARK THE BULLET IN ITEM
125; LIST THE QUESTION OF REFERENCE
AND PRINT YOUR COMMENT.

XIII. RECORDING ROUTE INFORMATION

A. Recording Mail

1. Change of Address Orders and Philatelic Order Form(s)

Both forms contain the words "Penalty for Private Use" in the Return Address area. They are penalty mail.

a. "Change of Address Order to Postmaster," Form 3575, is mailed under permit imprint (the front of the form carries the regular Business Reply indicia and Permit Imprint Number 73026; the back of the form is labeled "PS3575.") Record as "Penalty - USPS." The form will usually be a single piece, recorded on pages 5, 7, etc. In the event that a group of Forms 3575 are tied together, record as a parcel in the "Penalty -- USPS" section on page 3.

b. Philatelic Order forms are mailed under the same Permit Imprint, Number 73026. These order forms are recorded on Form 2858R, as "Penalty - USPS." Single pieces are recorded on pages 5, 7, etc. Pieces tied together are recorded as "Parcels" on page 3.

2. Postage Validation Imprinter

a. A new device called a Postage Validation Imprinter (PVI) is being tested at the Vienna, VA, Post Office (see Postal Bulletin 21518, 6-13-85.) Record mail bearing this imprint as you would single piece rate metered mail (1st, 3rd, or 4th Class).

b. If the Postage Validation Imprinter indicates Postage Due, record the piece in the "Route Information" section on pages 2 and/or 3. Record it as Postage Due under the proper mail class. Make note of the Box number/address/addressee. If the piece will be delivered to a sample box, it must be recorded in Item #6 of the appropriate sample box page.

3. Shortpaid Mail

Shortpaid mail found during a test but not marked "Postage Due" is recorded exactly as it occurs. Do not record the piece as Postage Due. After recording the mail, make sure the piece is correctly marked. Example: A piece of Accountable mail, not marked Postage Due, is shortpaid. Record as Accountable Mail.

4. Fourth-Class Bound Printed Matter

Fourth-Class Bound Printed Matter may be marked "Bound Printed Matter" or "Bound Printed Matter CAR-RT PRESORT." Record the bound printed matter in the appropriate category.

5. Combined Special Fourth-Class and Bound Printed Matter pieces

Record Combined Mailings under "Route Information" on page 3 of Form 2858R.

a. Special Fourth-Class host piece with a Bound Printed Matter enclosure should be recorded as:

(1) Record as "Special Fourth-Class."

(2) In Item 215, mark the bullet and write "Bound Printed Matter enclosed" and the postage indicated for the enclosure.

b. Fourth-Class Bound Printed Matter host piece with a Special Fourth-Class enclosure should be recorded as:

a. "Bound Printed Matter"

b. In Item 215, mark the bullet and write "Special Fourth-Class enclosed" and the postage given for the enclosure

c. A Combined Mailing being Forwarded or Returned should be recorded in the "Postage Due" column under the "Zone Rate Fourth-Class" subclass.

6. Bundled Mail

a. Record as "Bundled Mail" only bundles tied out at the distribution case. Mail bundled together by mailers is recorded under the appropriate class/subclass. When recording this mail, be sure to determine whether it can be classified as a parcel (recorded on pages 2 and 3) or as a flat or letter (recorded on pages 4 and 5, etc.).

- b. Bundles of mail of one class, prepared by the mailer are not "Bundled Mail" tied out at the distribution case. These bundles must be counted and recorded in the appropriate class and subclass.
- c. Third-Class advertising postcards mailed to a firm as a bundle should be counted as a Third-Class mail piece.
- d. Second-Class Publisher's bundles are recorded as Second-Class, not as Bundled Mail -- for example: a bundle of Weekly Readers mailed to one address (a school/teacher), or Law Journals mailed as a bundle to a law office.

7. Accountable or Postage Due Parcels

- a. If a parcel is marked "Postage Due" or is an Accountable piece, record it only once on page 2 and/or page 3 of Form 2858R.
- b. Record the piece as "Postage Due" or "Accountable Mail." Do not record it as a parcel.

8. Accountable Mail which is also Postage Due

Record the piece as Accountable Mail.

9. Accountable piece included in a bundle of nonaccountable mail prepared by a mailer

Record the piece as Accountable Mail. Record the rest of the bundle (as letters, flats, parcels) under the correct class/subclass.

10. Detached Mailing Cards Found in the Mail Stream.

Detached Mailing Cards accompanying product samples and other mail are recorded as Third-Class Bulk Rate Letters or Third-class BLK RT Carrier Route Presort letters, based on the mail-piece markings.

11. Third-Class single pieces found in the mail stream

Do not automatically record these single pieces of mail as Third-Class Ounce Rate. Check each piece carefully to determine whether it is a residual piece of a Third-Class Bulk Rate Regular mailing.

12. Metered parcels weighing more than 16 ounces.
If the postage on a parcel weighing 16 ounces or more is paid by dated meter strip/stamp, check the postage paid in your rate chart. Use the weight of the piece and the postage paid to determine the rate class/subclass.

13. Codes Identifying First-Class and Third-Class Bulk Mail. Some companies have permission to use the following codes to identify Permit Imprint First-Class and Third-Class Mail. The codes must be printed either in a position, at least two lines above the address or in the lower left corner of the envelope. In a window envelope, the code must be entirely visible through the window

with at least 1/8 of an inch clearance
between the window and the edge of the panel

The codes are:

FIRST-CLASS MAIL:

**1 FN	First-Class Nonpresort Mail
**1 FP	Presorted First-Class Mail
**1 ZN	ZIP+4 First-Class (not presort qualifi
**1 ZP	Presorted ZIP+4 First-Class
**1 ZB	ZIP+4 Bar-Coded
**1 CP	First-Class Carrier Route Presorted

THIRD-CLASS BULK MAIL:

**1 ZB	ZIP+4 Bar-Coded
**1 ZP	(FIVE) 5-DIGIT ZIP+4
**1 ZN	BASIC ZIP+4
**1 CP	CARRIER ROUTE Presorted
**1 FD	(FIVE) 5-DIGIT
**1 BA	BASIC

ROUTE INFORMATION: ACCOUNTABLE MAIL, PARCELS AND POSTAGE DUE MAIL

ACCOUNTABLE MAIL										ACCOUNTABLE MAIL	
201. No Accountable Mail for this Route. ○	203. Express	204. Special Delivery	205. Certified	206. COD or Customs Due	207. Numbered Insured	208. Registered	209. Registered and COD	210. Return Receipt	211. Other Combinations (Identify in Comments)		
	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9		
202. Accountable Mail Picked Up by Customer (Some or All) ○ ■											

212. PARCELS AND POSTAGE DUE MAIL

First Class						Second Class					
	Parcels	Postage Due		Postage Due		Parcels	Postage Due		Parcels	Postage Due	
<u>First Class</u> ↑ Single Piece (FN)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	<u>First Class</u> ↑ Private Mailing Card (Single Piece)	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	<u>First Class</u> ↑ Postal Card	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9		<u>Second Class</u> ←	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	
Presorted (FP)	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Private Mailing Card Presorted	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Priority Mail	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9					
CARRT Presort (CP)	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Private Mailing Card CARRT Presort	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Mailgram	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9					
ZIP + 4 (Include ZIP + 4 Presort) (Z4) (ZP)	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Private Mailing Card ZIP + 4 (Include ZIP + 4 Presort)	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	ZIP + 4 Bar-Coded (ZB)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9					

213. PARCELS:

☐ No Parcels for This Route

☐ Parcels Picked Up by Customer(s)
(All or Some)

214. POSTAGE DUE:

☐ No Postage Due for this Route

☐ Postage Due Picked Up
by Customer(s) (All or Some)

Page 2

B. EXAMPLES OF PAGES 2 AND 3 OF BOOK 1

ROUTE INFORMATION: PARCELS AND POSTAGE DUE MAIL

THIRD CLASS		FOURTH CLASS		PENALTY-FRANKED-FREE		INTERNATIONAL (FOREIGN ORIGIN)				BUNDLED MAIL			
CHECK ALL MAIL MARKINGS BEFORE RECORDING						SURFACE		AIRMAIL					
Parcels	Postage Due	Parcels	Postage Due	Parcels	Postage Due	Parcels	Postage Due	Parcels	Postage Due	Parcels	Postage Due		
Regular, Bulk Rate (Include 3, 5 Digit Presort, ZIP + 4 and ZIP + 4 Barcoded)	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Zone Rate	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Penalty USPS	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Express Mail	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Bundled	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9
Regular, CAR-RT Presort	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Special Rate	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Penalty Other Agencies	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Letter Class	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	OTHER	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9
Non-Profit, Bulk Rate (Include 3, 5 Digit Presort, ZIP + 4 and ZIP + 4 Barcoded)	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Library Rate	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Franked	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	AO	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Other	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9
Non-Profit, CAR-RT Presort	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Bound Printed Matter	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Free For Blind, Handicapped, U.S. Armed Forces	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Partial Post	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9		
Donor Rate	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Bound Printed Matter CAR-RT Presort	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9				M-Bag	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9		

215. Comments →

C. INSTRUCTIONS FOR COMPLETING PAGES 2 AND 3 OF BOOK 1

Pages 2 and 3 of Form 2858R are for parcels, postage due items, and accountable mail scheduled for delivery to the route on the test day. Use the template to determine which pieces in the parcel bin are parcels and which are flats.

Items 201 through 211 are used to record accountable mail. Accountable mail is mail that receives some type of special service. For this test, the only services of interest are those listed in Items 203 through 211. Further, these are to be recorded only if the carrier is attempting to deliver the item for the first time on the test day. Definitions of the different varieties of accountable mail are contained in Appendix A.

Be certain to write the addresses or box numbers of these items on a separate sheet. You will match them to sample boxes later.

Item 201: No Accountable Mail for this Route

If there are no accountable pieces of mail to be delivered to the route on the test day, mark the bullet in Item 201.

Item 202: Accountable Mail Picked Up by Customer

It is possible that a customer will stop by the local office prior to the carrier's departure for the route to obtain mail. If the customer asks for her mail, the carrier will give it to her. If the customer's mail include accountable items, you will count these items for this test. Indicate whether this happened by marking the bullet in Item 202. Count any remaining accountable mail that was not picked up by the customer.

Item 203: Express Mail

Record in Item 203 the total number of Express Mail items to be delivered to the route on the test day. Be sure to zero-fill and right-justify responses when appropriate. For example, if two Express Mail items are to be delivered on the route on the test day, Item 203 should be completed as follows: mark bullets "0," "0" and "2." If there is no entry for this item (or Items 204 through 210), leave the item(s) blank.

203. Express		
●	●	○
1	1	1
2	2	●
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

Item 204: Special Delivery

Enter the number of Special Delivery items for the route in Item 204. Be sure to zero-fill and right-justify as appropriate. If no Special Delivery items are to be delivered on the route, leave Item 204 blank.

Item 205: Certified

Record the number of Certified items for the route in Item 205 with responses zero-filled and right-justified when appropriate.

Item 206: C.O.D. or Customs Due

Item 206 pertains to the number of C.O.D. or Customs Due items for the route. Zero-fill and right-justify responses when appropriate. For example, if two C.O.D. items and one Customs Due item are to be delivered to the route on the test day, complete Item 206 as follows:

206. COD or Customs Due		
●	●	○
1	1	1
2	2	2
3	3	●
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

Item 207: Numbered Insured

Record the total number of Numbered Insured items for the route in Item 207, and zero-fill and right-justify responses when appropriate. Count only Numbered Insured items.

Item 208: Registered

Record all Registered items for the route in Item 208. Responses must be zero-filled and right-justified when appropriate.

Item 209: Registered and C.O.D.

Record all items that are both registered and C.O. in Item 209, and not in Item 206 or 208. Be sure zero-fill and right-justify responses when appropriate.

Item 210: Return Receipt

Record all items that are Return Receipt in Item 210, and not in item 211, as previously done. Return receipt is a form of receipt which provides the sender with a mailing receipt or a record of delivery at the office of address. Be sure to zero fill and right-justify responses when appropriate.

Item 211: Other Combination

Only pieces requiring the services listed in Items 203 through 210 should be recorded as accountable mail. If a piece requires two or more services

Delivery bundles that are tied out at the distribution case are counted as one parcel. Record bundles of mail on page 3 of the form.

Postage Due Items: As with parcels, count only the first attempted delivery of a Postage Due piece.

COD or Customs Due items should be counted as "Postage Due" only if the carrier must collect money for these pieces during delivery. Those items for which postage is paid through trust fund deposits should be counted as "Return Receipt" in the Accountable Mail section."

Be sure to zero-fill and right-justify all responses when appropriate.

Parcels and Postage Due items: Record First-Class mail and its subclasses, and Second-Class mail on page 2 of Book 1. Record Third-Class, Fourth-Class, Penalty, Franked, Free, International, Bundled, and "Other" mail on page 3. If an "Other" piece is recorded, complete Item 215 on page 3 of the test book describing the piece or pieces.

Item 213: Unusual Parcel Situations

If there are no parcels to be delivered on the route on the test day, fill in the appropriate bullet in Item 213.

If a customer stops by the local office on the day of the test and picks up a parcel before the count is completed, mark the appropriate bullet in Item 213. The remaining parcels should be counted and included in Item 212.

Item 214: Unusual Postage Due Situations

If there are no Postage Due items to be delivered the route or the test day, mark the appropriate bullet in Item 214.

If a customer stops by the local office on the day of the test and picks up a Postage Due item before the count is completed, mark the appropriate bullet in Item 214. The remaining postage due items should be counted and included in Item 212.

Item 215: Comments

If any of the items on pages 2 or 3 of Book 1 require additional explanation, mark the bullet in Item 215 and print the explanation below. Be certain to note the number of the item on which you are commenting.

XIV. RECORDING SAMPLE BOX INFORMATION

A. EXAMPLES OF PAGES 4 (6, 8, etc.) AND 5 (7, 9, etc.)

BOX-MAIL COUNT

RURAL Box No. / ADDRESS / ADDRESSEE;

1. Sample Box No.

0 0 0 0

1 1 1 1

2 2 2 2

3 3 3 3

4 4 4 4

5 5 5 5

6 6 6 6

7 7 7 7

8 8 8 8

9 9 9 9

2. No Mail for This Box

3. Mail Picked Up by Customer (All or Some)

4. Mail Withheld

5. Sample of Centralized Box Mail

6. No. of Pieces Delivered (If None Mark Here)

Parcels

Accountables

Postage Due

7. Comments

FIRST CLASS

Non-accountable Mail

Letter Sized Mail

Flat Sized Mail

Box Holder

First Class

Single Piece (FN)

F-

B-

Non-accountable Mail

Letter Sized Mail

Flat Sized Mail

Box Holder

First Class

Private Mailing Card (Single Piece)

F-

B-

Non-accountable Mail

Letter Sized Mail

Flat Sized Mail

Box Holder

First Class

Postal Card

F-

B-

SECOND CLASS

Non-accountable Mail

Letter Sized Mail

Flat Sized Mail

Box Holder

Second Class

L-

F-

OTHER

Non-accountable Mail

Letter Sized Mail

Flat Sized Mail

Box Holder

Other

L-

F-

B-

Third Class				Fourth Class				Penalty-Franked-Free				International (Foreign Origin)											
CHECK ALL MAIL MARKINGS BEFORE RECORDING												SURFACE						AIRMAIL					
Nonaccountable Mail	Letter Sized Mail	Flat Sized Mail	Box Holder	Nonaccountable Mail	Letter Sized Mail	Flat Sized Mail	Box Holder	Nonaccountable Mail	Letter Sized Mail	Flat Sized Mail	BH	Letter Sized Mail	Flat Sized Mail	BH		Letter Sized Mail	Flat Sized Mail	BH					
Regular, Bulk Rate (Include 3, 5 Digit Presort, ZIP + 4 and ZIP + 4 Barcoded)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6	Zone Rate	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6	Penalty USPS	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6					Express	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6				
L- (BA) (ZN) F- (ZB) (FD) (ZP)	7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9		7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9	L- F-	7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9						7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9				
Regular CARR-T Presort (CP)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6	Special Rate	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6	Penalty Other Agencies	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6					Letter Class	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6				
L- F- B-	7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9		7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9	L- F- B-	7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9						7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9				
Non-Profit, Bulk Rate (Include 3, 5 Digit Presort, ZIP + 4 and ZIP + 4 Barcoded)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6	Library Rate	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6	Franked	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6					AO	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6				
L- (BA) (ZN) F- (ZB) (FD) (ZP)	7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9		7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9	L- F- B-	7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9						7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9				
Non-Profit, CARR-T Presort (CP)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6	Bound Printed Matter	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6	Free For Blind, Handicapped, U.S. Armed Forces	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6					Parcel Post	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6				
L- F- B-	7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9		7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9		7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9						7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9				
Council Rate	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6	Bound Printed Matter CARR-T Presort	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6					0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6			M-Bag	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6	0 1 2 3 4 5 6			
L- F-	7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9		7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9					7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9				7 7 7 8 8 8 9 9 9	7 7 7 8 8 8 9 9 9	7 8 9			

B. INSTRUCTIONS FOR COMPLETING PAGES 4 THROUGH 19 OF BOOK 1

1. General Instructions

The data recorded on pages 4 through 19 of Book 1, as well as pages 4 through 19 of the extra books, come from a sample of every 20th box on the route. The first box to be sampled is indicated on Label 34R. Thereafter, mark every 20th box and count its mail.

Two pages are provided for recording the mail for each sample box. Page 4, and all even-numbered pages through page 18, are for recording box identification information, First-Class, Second-Class, and "Other" mail destined for sample boxes. Page 5, and all odd-numbered pages through page 19, are for recording Third-Class, Fourth-Class, Penalty, Franked, Free, and International mail destined for sample boxes. Pages 4 and 5 pertain to the first sample box. Pages 6 and 7 pertain to the second sample box, and so on, until Book 1 is completed. If more books are needed, be sure to complete page 1 of these books before continuing to record data about additional sample boxes. Do not use Labels 34R on supplemental test books.

REMEMBER TO PLACE THE PIECE OF CARDBOARD BETWEEN THE EVEN NUMBERED PAGES YOU ARE MARKING AND THE PAGES IMMEDIATELY BEFORE THEM. If you are marking page 8, put extra paper between pages 6 and 7.

2. Selecting Sample Boxes

- a. Ask the carrier to show you the delivery order of the boxes in the case.

- b. The first sample box is the box in the case that corresponds to the starting number provided on the Label 34R. When counting boxes, follow the carrier's order of delivery. Place the first sample box marker in that box corresponding with the random start number. Count boxes on the route, not separations in the case. In many instances, more than one box will be contained in a single case separation.
- c. Count off intervals of 20 boxes, beginning with the first sample box. If the starting number is three, place sample box markers in the 3rd, 23rd, 43rd, etc., box on the route. These will be known as the 3rd, 23rd, 43rd, etc., sample boxes. Continue placing markers in sample boxes until the entire case is counted.
- d. The sample box markers will remind you of the cased mail to be counted. If the carrier uses the two-bundle system, be sure to count both the letters and the flats that correspond to each sample box. For two-bundle, one-case systems, leave sample box markers in the case until the test is completed. Record the contents of each sample box, even if there is no mail for the sample box. Use a separate pair of Box-Mail Count pages for each sample box.
- e. When the carrier delivers parcels for other carriers, one out of every 20 parcel stops on the other route(s) should be counted. Add the number of stops where parcels are delivered for others to the number of stops remaining after the last

sample box has been selected. Continue selecting every 20th stop (parcel stop) until the parcels to be delivered for others have been included in the count.

EXAMPLE: There are 467 stops on the route. The Sample Box Start Number is 12. The last sample box on the sampled route is Sample Box 22. Fifteen stops are left over ($467 - (440 + 12)$). If the carrier delivered 10 parcels for other carriers, Sample Box 23 would be the 5th parcel stop where parcels are delivered for other carriers. If the carrier delivered 30 parcels for other carriers, then Sample Box 23 would be the 5th parcel stop, and Sample Box 24 would be the 25th parcel stop.

3. Uncased Mail for Centralized Boxes (NDCBUs)

READ APPENDIX B BEFORE COUNTING MAIL FOR NDCBUs.

A single case separation may serve a group of centralized boxes, or NDCBUs. If these boxes are not cased individually at the office, do the following to count the mail for these boxes:

- a. If 20 or fewer boxes are served by a centralized delivery unit, count each box in the unit separately in selecting sample boxes. For example, if the box before a cluster of 16 boxes is number 18 in a count of 20, then the second

box of the cluster is the sample box. Separate the mail for this box from the rest of the mail for the centralized box. Count and record it. Begin the next count of 20 boxes with the third box of the cluster.

- b. If more than 20 boxes are served at the centralized delivery unit, assemble all letters and flats for the cluster and select every twentieth piece for the mail count. Record these pieces on one pair of Box Mail Count pages. Mark Item 5 on the form to indicate that the mail recorded was a sample of centralized delivery unit mail.

If mail for each box of a cluster is cased individually in the carrier's case, follow the normal procedure for selecting sample boxes (Section 2 above).

4. Specific Instructions

Item 1: Sample Box Number

Use Item 1 on page 4 (and all other even numbered pages) to record the sample box number. If the starting number is twelve, the twelfth box on the route is the first sample box. Record the sample box as follows:

BOX-MAIL COUNT		RURAL Box No. / ADDRESS / ADDRESSEE;		
1. Sample Box No. ●●○○ 11●1 222● 3333 4444 5555 6666 7777 8888 9999 ☒	2. No Mail for This Box ○	6. No. of Pieces Delivered <i>(If None Mark Here)</i> → ○		
	3. Mail Picked Up by Customer <i>(All or Some)</i> ○ ☒	Parcels ○ 1 2 3 4 5 6 7 8 9	Accountables ○ 1 2 3 4 5 ☒ 6 7 8 9	Postage Due ○ ☒ 1 2 3 4 5 6 7 8 9
	4. Mail Withheld ○			
	5. Sample of Centralized Box Mail ○ ☒			☒

The 32nd box on this route will be the second box sampled on the route. Record the rural address (route box number or street address) at the top right corner of page 4, as shown above.

Item 2: No Mail for this Box

If the sample box will not receive any mail on the test day, mark the bullet in Item 2. Be sure to check for parcels, Accountables, Postage Dues, and uncased boxholders or flats before marking this bullet.

Item 3: Mail Picked Up by Customer

If a customer stops by the local office to pick up mail before you have the opportunity to count it, allow the customer to pick up the mail, and mark the relevant bullet in Item 3. Complete the form to record any additional mail for this box.

Item 4: Mail Withheld

If a customer is having mail withheld from delivery on the test day (for example, the customer is away on vacation), do not count the withheld mail.

Instead, fill in the bullet under Item 4. Return to Book 1, pages 2 and 3, and make sure that you have not counted and recorded an item that will not be delivered on the test day.

If the mail for a box has been withheld, but is scheduled to resume delivery on the test day, do not mark this mail as withheld. Count and record all of the mail to be delivered for this box.

If the mail for a box is being forwarded, treat this box as if the mail is being withheld.

Item 5: Sample of Centralized Box Mail

Mark this item if the pieces recorded on these two pages were from a centralized delivery unit that serves more than 20 boxes.

Item 6: Parcels, Accountables, and Postage Due Items for the Sample Box

If any of the parcels, accountables, or postage due items recorded on pages 2 and 3 are destined for the sample box, record only the number of these items. Check the list of addresses and rural box numbers recorded previously.

If one parcel, but no Accountable or Postage Due mail, was destined for the sample box, record it as follows:

6. No. of Pieces Delivered (If None Mark Here) → ○		
Parcels	Accountables	Postage Due
○	●	●
●	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

If there are no items to record, mark the bullet next to "If None, Mark Here" in Item 6 which appears on even numbered pages (e.g., 4, 6, 8, etc.).

If Item 5, Sample of Centralized Box Mail, is marked, leave Item 6 blank.

Item 7: Comments

If any of the responses to questions about the sample boxes require additional explanation, print these comments in Item 7 and mark the relevant bullet for this item. Note the item(s) to which the comment pertains.

Item 8: First Class, Second Class, and "Other"

Even-numbered pages 4 through 18 pertain to First-Class, Second-Class, and "Other" mail. Definitions of these classes, as well as definitions of the shapes and types of mail to be recorded (letters, flats, parcels, and boxholder mail) are provided in Appendix A. Please review the shape and type definitions carefully, since they are somewhat different for rural routes than for city routes.

Entries under "Other" should be explained in Item 7. The bullet in Item 7 must be marked if comments are provided.

Item 9: Third Class, Fourth Class, Penalty, Franked, Free, and Foreign Mail

Odd-numbered pages 5 through 19 pertain to Third-Class, Fourth-Class, Penalty, Franked, Free, and International mail. Definitions of the shapes and types of mail to be recorded (letters, flats, parcels, and boxholder mail) are provided in Appendix A. Please review the shape and type definitions carefully, since they are somewhat different for rural routes than for city routes.

Bundles and Sacks to be Collected

REMIND THE CARRIER NOT TO MIX COLLECTION BOX MAIL WITH THE REST OF THE MAIL COLLECTED FROM THE ROUTE. Make sure the carrier understands that the postmaster (or designee) will count this mail in the afternoon.

XV. RECORDING MAIL COLLECTED ON THE ROUTE

A. EXAMPLE OF PAGE 1 OF FORM 2848, RURAL CARRIER ROUTE
MAIL ACCEPTANCE DATA.

An example of page 1, Form 2848, follows on page 65.

U.S. Postal Service RURAL CARRIER ROUTE MAIL ACCEPTANCE DATA	
POSTMASTER INSTRUCTIONS	
Selected Rural Route Number 1. The information obtained from this form will be used to distribute the costs of rural mail to different classes based on the mail counts of the selected rural route on the assigned test date. 2. The Postmaster or designee is responsible for collecting and recording the required information. Your assistance is requested to perform the test and to capture this vital information. Please do not designate a rural carrier to complete this count unless there is no one else in the office available.	3. On the assigned test date, all mail picked up from individual boxes on the route and returned to the post office must be included in the count. NOTE: Mail collected from boxes on an intermediate route and returned to the head-out office must also be counted. DO NOT count mail picked up from the collection boxes. Instruct the carrier to forward all mail collected on the test day to the Postmaster or designee for counting. If there are any questions regarding this mail count, please contact the Data Technician whose name is listed in Section 1.

Section 1 – To Be Completed By Data Collection Technician

This section MUST be completed by the designated Data Collection Technician.							
Full Name of Data Collection Technician				FTS or PEN Telephone Number		Commercial Telephone Number ()	
Address (Number and Street)				City, State, and ZIP + 4			
Test Office Data							
1. Name of Facility				City		State	2a. Region (1)
3. Date Test Taken (4-9)				4. ZIP + 4 (10-19)		5. CAG (20)	6. Finance No. (21-26)
7. Test I.D. (27-32)				8. Rural Route No. (33-34)			

Section 2 – To Be Completed By Postmaster or Designee

The Postmaster or designee must complete items 9 through 39 as applicable. Select only one of the following Rural Route classification to respond to item 11.			
H – Six day route J – 5½ day route		M – Mileage compensation Aux – Hourly compensation	
		K – 5 day route	
In item 12, indicate whether or not the rural route is official designated as "L" status, meaning that a carrier delivers to 12 or more boxes per mile.			
9. Name of Postmaster or Designee		10. Telephone Number ()	
11. Type of Rural Route (Check One) (35) ☐ H ☐ J ☐ K ☐ M ☐ Aux		12. Does Route Have "L" Status (36) ← ☐ Yes ☐ No	
Part A – Accountable Mail Data			
For the following items, count the actual number of pieces for each type of accountable mail accepted from the sample route on the test day and enter that amount in the spaces provided. If no accountable mail was accepted on the test day, check item 13 and go on to Part B.			
13. (37) ☐ No Accountable Mail Was Accepted Today			
TYPE OF MAIL	No. of Pieces Accepted	TYPE OF MAIL	No. of Pieces Accepted
14. Registered Mail	(38-39)	15. Express Mail	(40-41)
16. Certified Mail	(42-43)	17. COD/Customs Due Mail	(44-45)
18. (Numbered) Insured Mail	(46-47)	19. Registered/COD Mail	(48-49)
20. Special Delivery Mail	(50-51)	21. "Other" Combinations (Explain)	(52-53)

B. PROCEDURES FOR COUNTING COLLECTION MAIL

After the carrier returns to the office, the postmaster or postmaster's designee will count and record collections from the route on Form 2848. You must explain to the postmaster or designee how the form is to be completed. The postmaster should not designate the rural carrier unless no one else is available.

Be sure to explain that Question 38 (Time Used to Complete Count) must be answered accurately.

Be certain that you complete Section 1 before giving the form to the postmaster or designee.

Form 2848 is not a FOSDIC form. An example of a completed Form 2848 is shown in Appendix G.

1. Sections 1 and 2: Local Office Data

You must complete all items in Section 1 using information from page 1 of book 1. Do not forget your name, address and telephone number.

- Item 1: Provide the facility name, city and state.
- Item 2: Give the region number: (1) Northeast; (2) Eastern; (3) Southern; (4) Central; (5) Western; and Pay Period.
- Item 3: Give the date on which the test is taken. Enter MM/DD/YY. Example: February 14, 1990 would be 02/14/90.
- Item 4-6: Give ZIP+4, CAG, and Finance Number.
- Item 7: Enter the 6-digit Test ID Number from Label 34R.
- Item 8: Copy the rural route number from Label 34R.

The postmaster must complete Section 2. Be sure the postmaster/designee is aware of the definition of "L" status given in the Section 2 heading.

2. Part A: Accountable Mail Data

Ask the postmaster to record all accountable mail pieces accepted on the route. Record them on the line corresponding to the special service required. Collections of Return Receipts for accountable mail pieces delivered that day are not included in the count. For this test, Money Orders are not accountable mail.

Remind the postmaster to complete Item 13, No Accountable Mail was Accepted Today, if applicable.

3. Part B: Non-Accountable Mail Data

The postmaster or designee should be asked to gather, classify, and count all mail collected during delivery, except that from collection boxes.

Bundles and sacks collected should be recorded as one piece each. They should not be opened and counted with other collection mail.

Explain to the postmaster or designee that the mail shapes are those used in the rural route evaluations.

If the carrier stops at an intermediate station along the route, all the collections (including those from intermediate stations) brought back to the station where the test is conducted are counted. The postmaster will complete this part of the form using the following procedures:

- o On the day of the test, mail that the carrier collects and then delivers (before he gets back to the office) must be counted by the carrier and included on Form 2848.
- o Be sure to mark Item 22 if there is no mail to be counted; that is, the rural carrier has returned to the office without mail. At an intermediate office, there will be no mail if the carrier does not return to that office and takes collected mail back to the headout office.
- o The postmaster/designee will enter the totals for each shape and subclass of collected mail in the appropriate spaces.
- o All entries under Other should be explained in "Remarks" in enough detail to identify shape, class, and subclass of the items listed.
- o The completed Form 2848 should be mailed to the Data Collector at the address given in Section 1.
- o Check Item 39 if you use the Remarks section.

EXAMPLE: The Postmaster counts 121 First-Class Single Piece letters (postage is \$.25 for first ounce), four First-Class Single Piece Flats, one Priority parcel, and 27 First-Class Post Cards. Record as follows:

<u>First-Class Mail</u>	<u>Letters and Flats (XXXX)</u>	<u>Parcels (XXX)</u>
23. Single Piece	0125	Blank
24. Post Cards SP	0027	Blank
25. Postal Cards	Blank	Blank
26. Priority Mail	Blank	001

WHEN THIS FORM HAS BEEN COMPLETED, COLLECTED ITEMS SHOULD BE PLACED IN THE OUTGOING MAILSTREAM.

Part B — Non-Accountable Mail Data

For the following items, count the number of pieces collected from the sample route for each class and each shape of mail piece (i.e., letters, flats, parcels) and enter those amounts in the spaces provided. If no non-accountable mail was collected from the sample route on the test day, check item 22 and go on to the Mailing Instructions. Right justify and zero fill entries. E.g. 26 Post Cards: mark 0026 in item 24.

22.

(34) ☐ No Non-Accountable Mail Was Collected Today

		CODES	LETTERS AND FLATS	PARCELS
First-Class	23. Single Piece	(53-56) 09	(57-60) 0 1 2 5	(61-63)
	24. Post Card, Single Piece	(64-65) 13	(66-69) 0 0 2 7	(70-72)
	25. USPS Postal Card	(73-74) 17	(75-78) 	(79-81)
	26. Priority Mail	(82-83) 18	(84-87) 	(88-90) 0 0 1
Third-Class	27. Ounce Rate	(91-92) 31	(93-96) 	(97-99)
Fourth-Class	28. Zone Rate	(100-101) 41	(102-103) 	(106-108)
	29. Special Rate	(109-110) 42	(111-114) 	(115-117)
	30. Library Rate	(118-119) 43	(120-123) 	(124-126)
	31. Bound Printed, Single Piece	(127-128) 44	(129-132) 	(133-135)
	32. Penalty	(136-137) 54	(138-141) 	(142-144)
Foreign - U.S. Origin	33. Letter Class	(145-146) 62	(147-150) 	(151-153)
	34. Parcel Post	(154-155) 63	(156-159) 	(160-162)
	35. AO	(163-164) 64	(165-168) 	(169-171)
	36. Bundled Mail	(172-173) 71	(174-177) 	(178-180)
	37. "Other" (Specify)	(181-182) 72	(183-186) 	(187-189)

INSTRUCTIONS

- Once the count is completed and the information is recorded in Section 2 Parts A and B, enter the amount of time (in minutes) used to complete this rural carrier route mail count in item 38.
- If there are any other remarks you may wish to state, use item 39.
- Mail the completed form to the attention of the Data Collection Technician at the address identified in Section 1.

38. Time used by Postmaster or Designee to complete this count (in minutes).

(190-192)

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Remarks

39. (193) ☐ Check if additional remarks.

XVI. COMPLETING FORM 2847, RURAL CARRIER PAYMENT AUTHORIZATION

1. Rural carriers assisting you during the Rural Carrier Route Test will be paid for their time at the rural carrier average pay rate. Paid time includes: time used to explain the test, time spent by the carrier helping to identify mail and sample boxes, delay caused by counting the mail, and time needed to complete Form 2848 if the rural carrier counts collection mail.
2. The rural carrier's time will be recorded on Form 2847, Rural Carrier Payment Authorization, which you supply on the day of the test. Record time in minutes.
3. You will complete Form 2847 at the test site, get it signed by both the carrier and the postmaster, and then give it to the postmaster. Be sure the carrier's Social Security Number is entered correctly.
4. If the rural carrier counts the collected mail and completes Form 2848 (Rural Carrier Route Mail Acceptance Data) because no one else was available, add this extra time spent to the carrier time recorded on Form 2847.
5. The completed and signed Form 2847 will be mailed by the postmaster to the appropriate PDC. The PDC address is on Form 2847.

U.S. POSTAL SERVICE
RURAL CARRIER PAYMENT AUTHORIZATION

INSTRUCTIONS

1. This form **MUST** be completed for every Rural Carrier Route Test.
2. Record the date, location, route type, and route number of the Rural Route being tested.
3. Record name of carrier/carrier substitute, roster designation, and Social Security Number.
4. Be sure to record the carrier's time in minutes, including all time needed to explain the test, identify the mail, sample boxes and delay caused by counting the mail. This information is used to pay the carrier for time spent assisting in the test.
5. Both carrier and postmaster **MUST** sign this form.

Date of Test	Name of Facility	ZIP + 4 Code
Facility Finance Number	Rural Route Type (H, J, K, M, A)	Rural Route Number

Name of Carrier	Roster Designation	Social Security Number	Time Assisting on Test
			Minutes

Signature of Rural Carrier	Signature of Postmaster
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MAIL TO:

**Minneapolis PDC
Attn: RURAL UNIT
Twin Cities AMF
MN 55111-9000**

APPENDIX A: IDENTIFYING SHAPES, TYPES, AND CLASSES OF MAIL

1. Identifying Shapes and Types of Mail

Six shapes and types of mail are distinguished in the count: letter-size, flats, parcels, boxholder; and, Accountable and Postage Due relate to types. Each of these shapes/types is used during national and special mail counts in evaluating rural routes. The definitions of these shapes and types of mail are given below.

Use the Carrier Cost System Rural Route Template to identify the shape of mail pieces. The template is printed with the measurements of each shape of mail and will help you determine whether the piece is a letter, flat, or parcel.

If you are uncertain about the shape of a piece when using these definitions, count the item as it would be counted during the national mail count. The carrier or postmaster can tell you how a mail piece was counted during the national count.

Definitions:

Letter-Size Mail consists of ordinary letters, cards, newsletter type mail, and circulars, 5 inches or less in width and 3/8 inch or less thick, which can be cased in the separations of the carrier case. Small magazines and small catalogs 5 inches or less in width and 3/8 inch or less in thickness are included.

Flats consists of newspapers, magazines, catalogs, rolls, and other non-letter size mail which can be cased for delivery. Do not include items specifically referenced in the definition of parcels.

Parcels consist of any of the following:

- o A rigid article that exceeds any one of the following dimensions:
 - 5 inches in width
 - 18 inches in length
 - 1 and 9/16 inches in height or thickness
- o A non-rigid article that will not fit in the letter or flat separations in the carrier case with other mail.

- o A direct bundle distributed and tied out at the mail distribution cases. Direct bundles are each counted as one parcel, regardless of the number of pieces in the bundle, and are classified as "Bundled Mail."

Only parcels taken out for delivery for the first time are included in the count. A notice of attempt to deliver a parcel, delivered in place of a parcel, is counted as the parcel. Record the notice under the same class as the parcel.

"Boxholder" consists of any piece of mail conforming to the following definition, even though its size may qualify it for another category: boxholder mail is mail intended for distribution to any box or family on the route. It includes all simplified address mail (see DMM, Section 122.4). For example, an item may be addressed to:

Boxholder
Rural Route 2
Anytown, CA 90035

Boxholder mail is usually sent as Third Class Bulk Rate Carrier Route Presort mail, Third Class Nonprofit Carrier Route Presort mail, Penalty, or Franked mail.

Sample products with simplified addresses intended for distribution to all boxes should be counted. An address card accompanying a sample is counted as boxholder mail if it bears a simplified address, and as a letter-size piece if it bears a definite address (including a name, and box number or street address). The accompanying sample would be counted as a boxholder in either case. Samples with detached address cards constitute two sets of mail: one set of the samples, and one set of the address cards.

Postage Due includes all Postage Due articles taken out for delivery for the first time. It does not matter whether the recipient pays the required postage.

Accountable Mail includes articles taken out for delivery for the first time. The accountable categories of interest are those listed on Form 2858R.

2. Identifying the Class and Subclass of Mail

Use the definitions which follow in determining the classes and subclasses of mail. Use your rate chart to help resolve uncertainty.

a. Non Accountable Mail

FIRST-CLASS MAIL

All mail weighing 11 ounces or less and bearing current First-Class postage is First-Class. Note: pieces greater than 11 ounces and bearing First-Class postage are Priority Mail.

Single Piece consists of First-Class letters, flats, and small parcels not presorted. All stamped letters, flats, and small parcels not pre-cancelled are "single piece" mail. Permit imprint mail states "First-Class Mail" in the indicia. First-Class mail is rated at 25 cents or at \$.25 plus increments of 20 cents (\$.20).

Presorted consists of First-Class pieces marked "Presorted First-Class" on/or above the address label or on/or adjacent to the permit or meter imprint.

Carrier Route Presort consists of First-Class pieces marked "Carrier Route Presort," "CAR-RT SORT," or other authorized indicia. The marking may appear on or adjacent to the indicia or on/or above the address label. Examine each mail piece carefully.

ZIP+4 Rate consists of First Class letters marked "ZIP+4", "ZIP+4 Presort" or "ZIP+4 Bar-Coded" and mailed at the "ZIP+4" rate. The mailpieces must bear a "ZIP+4" code in the address and meet OCR readability requirements. Residual pieces not sent at the ZIP+4 rate, and pieces with a four-digit add-on but no "ZIP+4" endorsement should not be included in this subclass.

The next four subclasses are for Post Cards. Post cards are privately printed rectangular mailing cards (including double post cards) not greater than 4-1/4 by 6 inches in size. Post cards which exceed these dimensions should be recorded in one of the preceding categories.

Private Mailing Card (Single Piece) consists of items which are not presorted. Do not include Government Postal Cards.

Private Mailing Card, Presorted consists of items marked "Presorted First Class" on/or adjacent to the permit or meter imprint, or on/or above the address label.

Private Mailing Card, ZIP+4 consists of items marked "ZIP+4" and mailed at that rate.

Private Mailing Card Carrier Route Presort consists of items labeled "Carrier Route Presort" or "CAR-RT SORT" on/or adjacent to the permit or meter imprint or on/or above the address label.

Postal Card includes Government Postal cards sold by the U.S. Postal Service with postage imprinted.

Priority Mail is of two basic types:

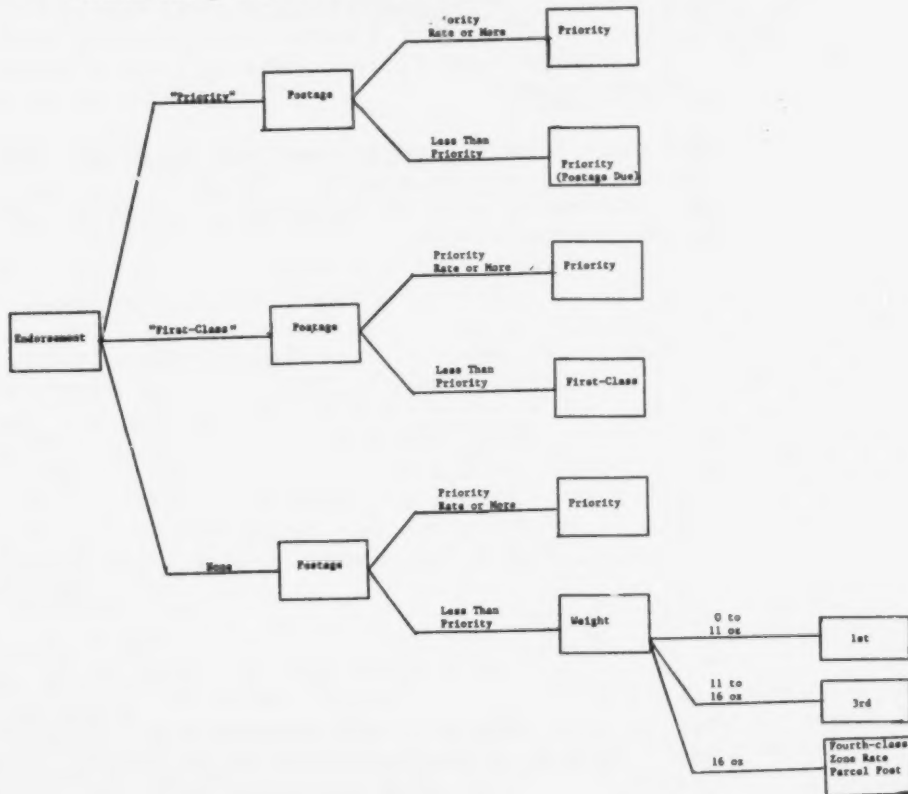
1. Endorsed consists of and is recorded as Priority Mail regardless of postage paid. If the piece is endorsed First-Class and paid at the Priority rate or greater, record as Priority. If endorsed First-Class and paid at less than the Priority rate, record as First-Class.
2. Unendorsed mail is to be recorded as described below:

0-11 oz.	If the postage is equal to or greater than \$2.40, record as "Priority." Otherwise, record as "First-Class."
11-16 oz.	If the postage is equal to or greater than \$2.40, record as "Priority." Otherwise, record as "Third-Class Single Piece."
16 oz. - 2 lbs.	If the postage is equal to or greater than \$2.40, record as Priority. Otherwise, record as Zone rate fourth-class.

Over 2 lbs.

Record as "Priority" if the postage has been paid at the Priority rate. Otherwise, record as Zone rate fourth-class.

These instructions are summarized by the following flow chart.



Mailgram consists of First Class mail bearing the indicia "Mailgram."

NOTE FOR PERMIT IMPRINT MAIL

Codes have been established which permit imprint mailers must use for their manifesting. The codes must be printed either at least two lines above the top line of the address or in the lower left corner of the envelope. In window envelopes, the code must be entirely visible with at least 1/8 of an inch clearance between the window and the edge of the panel. The codes are:

**1	ZB	ZIP + 4 Bar-Coded
**1	ZP	ZIP + 4 Presort First-Class Mail
**1	ZN	ZIP + 4 First-Class (not presort qualified)
**1	FP	Presorted First-Class Mail
**1	CP	Carrier Route Presort First-Class Mail
**1	FN	First-Class Mail (not presort qualified)

SECOND CLASS

Second-class mail is used exclusively for copies of publications (newspapers, magazines, periodicals, or newsletters) and letters which qualify as second-class matter.

Publisher's Second-class pieces are mailed by publishers or registered news agents. No postage revenue is shown. The legend "Second-class Postage Paid At (City)" may appear on the outside and must appear within the first five pages or, for bound printed matter, within the last three pages, of the publication. Optional: a wrapped publication may have just the words "Second Class" printed on the wrapper as long as the required markings and Identification Statement are on the designated pages.

THIRD CLASS

Third-class mail includes the following subclasses:

Ounce Rate consists of matter not labeled "Bulk Rate" or "Nonprofit Organization," generally marked "Third Class."

Bulk Regular consists of pieces labeled "Bulk Rate" or "BLK. RT.", but not indicating that the matter was presorted to carrier route. This category includes three- and five-digit presort, ZIP+4, and ZIP+4 barcoded.

Bulk Non-profit consists of pieces labeled "Non-profit organization" or "Nonprofit Org.", but not indicating that the matter was presorted to carrier route. This category includes three- and five-digit presort, ZIP+4, and ZIP+4 barcoded.

Carrier Route Presorted consists of pieces labeled "Bulk Rate," "BLK. RT." "Carrier Route Presort," "CAR-RT SORT", or other authorized indicia. Presort markings may appear with the postage, permit indicia, or on/near the address label.

Non-Profit, Carrier Route Presorted consists of pieces labeled "Non-profit Organization," ("Nonprofit Org.") "Carrier Route Presort," "CAR-RT SORT," or other authorized indicia. Presort markings may appear with the postage, permit indicia, or on/near the address label.

NOTE FOR BULK THIRD-CLASS MAILERS

Codes for Bulk Rate Mailers must be printed either in a position at least two lines above the address or in the lower left corner of the envelope. The codes are as follows:

**1	ZB	ZIP + 4 Bar-Coded
**1	ZP	(FIVE) 5-DIGIT ZIP + 4
**1	ZN	BASIC ZIP + 4
**1	CP	CARRIER ROUTE
**1	FD	(FIVE) 5-DIGIT
**1	BA	BASIC

FOURTH CLASS

Fourth-Class mail includes the following subclasses:

Zone Rate includes matter which weighs more than 16 ounces. It is generally not endorsed. It includes bulk parcel post pieces marked "Fourth-class Bulk Rate" or "Fourth-class BLK. RT."

Special Rate consists of Fourth-Class mailable matter which is marked "Special Fourth Class." Identification of the type of contents (books, printed music, sound recordings, education reference charts, etc.) often appears on the article. Also included is matter which is endorsed as "Presorted Special Fourth-Class Rate."

Library Rate consists of Fourth-Class mailable matter which is marked "Library Rate." If a piece is marked both "Special Fourth-class Rate" and "Library Rate," record it as "Special Fourth-class Rate."

Bound Printed Matter consists of Fourth-Class mailable matter, weighing more than 16 ounces which is marked "Bound Printed Matter" (e.g., catalogs, telephone books, etc.).

Bound Printed Matter, Carrier Routed Presorted consists of Fourth-Class mailable matter, weighing more than 16 ounces which is endorsed "Presorted Bound Printed Matter."

OTHER CLASSES

Penalty-USPS consists of official mail of the U.S. Postal Service mailed under the "Penalty for Private Use" indicia. This includes pieces bearing the OFFICIAL GOVERNMENT stamp or meter strips.

Penalty-Other Agency consists of official mail of Federal Government agencies mailed under the "Penalty for Private Use" indicia. This includes pieces bearing the OFFICIAL GOVERNMENT stamp or meter strips.

Franked consists of official mail of Members of Congress and others which bear a written signature or printed facsimile.

Free--Free Matter for Blind or Handicapped includes matter which has the words "Free Matter for Blind or Handicapped" in the upper-right corner of the mail piece.

US Armed Forces Free Mail refers to matter which has the word "Free" written in the upper-right corner of the mail piece, and the name of the sender, grade, and complete military address in the upper-left corner of the address side.

INTERNATIONAL (FOREIGN ORIGIN) MAIL:

For this test, "International Mail" refers to mail originating in a foreign country (Foreign Origin International Mail). Mail carrying US postage, to be delivered outside the United States (US Origin International mail), is recorded under the appropriate class and subclass.

United Nations mail originating in New York is Domestic mail; and United Nations mail originating in Geneva is International/Foreign Origin mail. United

Nations mail originating in any other location is treated as if it bears no postage; record as "OTHER" and explain in "Comments."

Express Mail refers to mail bearing the endorsement, "Express Mail."

Letter Class refers to letters, letter packages, aerogrammes, and post cards weighing less than 4 pounds.

AO includes printed matter, matter for the blind, and small packets.

Parcel Post consists of parcels traveling either by surface or air mail from or to foreign destinations.

"OTHER" MAIL includes all non-accountable pieces not properly classified in one of the previous sections of the form. Intelpost is included in this category. OTHER mail must be described in Item 7, Comments.

Any questions regarding the appropriate class of mail may be answered:

- o With assistance from a window clerk
- o By referring to Handbook F-46, "In-Office Cost Sampling System, Mail Identification Examples"
- o By referring to handbook M-37 Rural Delivery Carriers Duties and Responsibilities. This is a useful source of data on shapes and types of mail.

b. Accountable Mail

Record all of the following services that the piece receives:

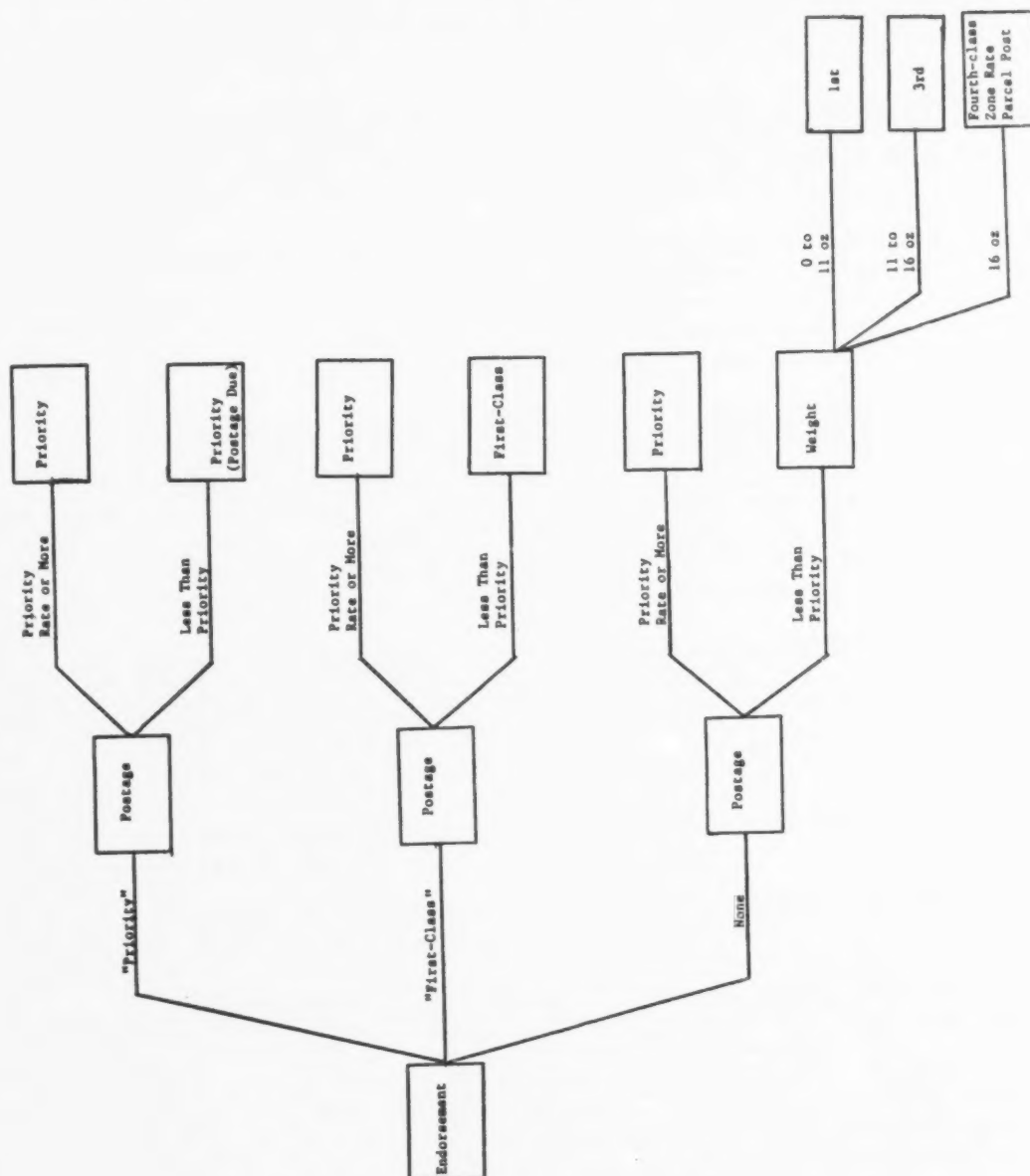
Registered
Certified
Insured
Special Delivery
Express Mail
C.O.D. or Customs Due
Registered and C.O.D.
Return Receipt
Other combinations of the services listed above.

All special services will be marked on the piece of mail. Do not record as accountable services any of the following:

- o Special Handling
- o Restricted Delivery

For this test, only the accountable services listed on the Form 2858R and Form 2848 are to be counted as accountable services.

A Summary of Instructions Appearing on A-4.



APPENDIX B. RECORDING MAIL FROM NEIGHBORHOOD DELIVERY AND
COLLECTION BOX UNITS (NDCBUs)

A. How to count mail for NDCBUs:

1. When a rural route is tested, every NDCBU which contains more than 20 boxes must be included in the test.
2. For NDCBUs having 20 boxes or less (also applies where the mail for more than 20 box NDCBU is cased or can be readily separated), count each box as part of the normal sampling of boxes.

Example: You have counted six boxes; a NDCBU of 11 delivery boxes and one collection box is next; you count: "7, 8, 9 - 17" for the delivery boxes in the NDCBU. You then continue the count to 20.

3. Counting Sample Boxes when a NDCBU containing more than 20 boxes is encountered; count separately. You have counted 16 boxes; the next unit is a 20+ box NDCBU. The 17th box is the next box after the NDCBU. (Count 1..16 boxes, skip the 20+ box NDCBU for now, continue the count: 17..20 boxes.) The NDCBU will be a separate Sample Box.

B. Alternate Sampling Method for NDCBUs containing 20 or more boxes/or where mail for NDCBUS is uncased/destined for a centralized delivery unit (e.g., the office of a large trailer park, or the front desk of a condo or office building).

1. Mark Question 5, Sample of Centralized Box Mail (page 4, etc.)
2. Question 1, Sample Box Number: mark the next Sample Box Number in sequence.

Example 1: You have collected data from seven Sample Boxes (Q.1 = 7); you are now going to sample the mail for a 20+ box NDCBU. Question 1: Sample Box No. = 8 for the pages on which you record the uncased centralized box mail or the NDCBU mail destined to more than 20 boxes.

Example 2: Four Sample Boxes have been counted; Q.1: Sample Box No. = 4. A centralized box which delivers to more than 20 boxes is next; this mail will be counted on the pages where the Sample Box No. = 5. The count of regular boxes (nonNDCBUS of 20+ boxes) will continue, and the next counted mail will be recorded as Sample Box No. 6.

3. All Parcels, Accountables, and Postage Dues must be counted when the alternate sampling method is used.

C. Mail picked up from boxes (sections) within a NDCBU

Some NDCBUS have a section or box set aside for mail recipients to leave mail to be picked up (just as a rural boxholder leaves mail in his individual box). This mail is not Collection Box mail and should be set aside for the postmaster or designee to count using Form 2848, Rural Carrier Route Mail Acceptance Data.

APPENDIX C: THE FOSDIC FORM AND HOW TO USE IT

The Rural Carrier Route Test (Form 2858R) is part of the Carrier Cost System. Information about the tested route is recorded on page 1.

Information about the volume and classes of mail delivered on the route is recorded on pages 2 through 19.

Usually, more than one booklet must be completed to record the required information for each tested route.

1. Form 2858R has been designed to be read by the FOSDIC (Film Optical Sensing Device for Input to Computer) machine.
2. The FOSDIC machine uses a thin beam of light to examine the entries on Form 2858R.
3. The FOSDIC machine is easily confused by fingerprints, folds, smudges, cigarette ashes, or burns. Therefore, it is important that only the proper entries are made and that the questionnaires are kept neat and clean.
4. You must adhere to the following rules when completing a form:
 - a. Use a Number 2 lead pencil (or a mechanical pencil containing a Number 2 black lead) to fill in the circles. Do not use ball point, felt-tip, or other type pen.
 - b. Press down hard enough so that the entry is dark. A light entry may not be read.
 - c. Cover each circle, zero, or number completely. Fill in all leading and trailing zeros.
 - d. Do not make extra marks close to the FOSDIC areas. When marking a circle or number, do not allow the mark to get outside of the circle or number.
 - e. Do not fold, tear, staple, or otherwise damage the edges of the Form 2858R. FOSDIC begins to read each form at the edge of each page.
 - f. Do not make notes on the form, except in the "Comments" sections and in the non-FOSDIC areas (where the mail class/subclass is printed) on pages 2 through 19.

g. Do not submit photocopies of the form.

NOTE: BE SURE TO INSERT THE PIECE OF CARDBOARD THAT HAS BEEN PROVIDED BETWEEN THE EVEN NUMBERED PAGES IMMEDIATELY PRECEDING THE PAGE WHICH IS BEING USED. THIS WILL PREVENT MARKINGS ON PAGE 4 FROM "BLEEDING" OR "SMUDGING" ON TO PAGES 2 AND 3 AS YOU MARK PAGE 4; PAGE 6 FROM "BLEEDING" OR "SMUDGING" ON TO PAGES 4 AND 5 AS YOU MARK PAGE 6; ETC. THE USE OF THE CARDBOARD IS NECESSARY TO IMPROVE THE QUALITY OF THE DATA BEING RECEIVED.

D-1

APPENDIX D: SAMPLE LETTER TO POSTMASTERS NOTIFYING THEM OF
SCHEDULED TESTS

DATE:
OUR REF:
SUBJECT:
TO:

Attached is the schedule of tests for both City and Rural Carrier routes at your office.

A Data Collection Technician (DCT) will notify you one or two days prior to the scheduled test to determine the "strap-out" time of the selected route. A DCT should arrive at your office on the test day approximately 1 hour prior to "strap-out" time. If the carrier uses a two-bundle system, inform the DCT so that he can be at your office for the first "strap-out." The carrier's assistance will be needed while conducting the test; the carrier will be compensated for this assistance at the rural carrier average pay rate.

NOTE: THIS IS NOT AN EVALUATION OF THE CARRIER! The test records the classes and types of mail delivered on the scheduled test day. The test data are used in determining mail mix, over the fiscal year, for different route types.

The test may delay the carrier's departure time by about 45 minutes.

If the test is a Rural Carrier test, you will also be requested to participate. When the carrier returns from the route, you will need to record information about the mail collected on the route on the day of the test. This should only require a few minutes.

Please inform the carrier of the route selected for a test.

Your cooperation and assistance are appreciated.

Attachments

APPENDIX E. TAKING THE TEST AT INTERMEDIATE OFFICES

1. Form 2858R: Items 106, 107, 110 and 118. If an intermediate part of a route is being tested, the Finance Number (Q.106), CAG (Q.107), Route Number (Q.110), and ZIP Code on the Tested Route (Q.118) will normally differ from the pre-printed data on Label 34R. Complete Questions 106, 107, 110, and 118 with data appropriate to the intermediate office and route being tested.
2. If the intermediate office selected to be tested is within the jurisdiction of an MSC other than that of the Head-out office, call the RCC for instructions.
3. Procedures for Counting Collection Mail at Intermediate Offices when the carrier does not return collected mail to the Intermediate Office:

EXAMPLE: A part of the rural route being tested is an intermediate office. The carrier cases and delivers mail from the intermediate office but returns all collected mail to the Head-out office (or another intermediate office).

- a. Fill out Section 1 of Form 2848.
- b. Ask the intermediate office postmaster whether collected mail for the portion of the route being tested is returned to that office.
- c. If collection mail for the portion of the route being tested is returned to the intermediate office, follow the instructions on page 38.
- d. If collection mail for the portion of the route being tested is returned to an office other than the intermediate office (e.g., collection mail is returned to the Head-out office/another intermediate office):
 - (1) Complete Section 2 of Form 2848
 - (2) Mark Item 13: No Accountable Mail Accepted Today
 - (3) Mark Item 22: No Nonaccountable Mail Accepted Today
 - (4) Take the Form 2848 with you.

NOTE: Mail from intermediate offices, returned to a Head-out office and/or another intermediate office, will be picked up when the Head-out/other intermediate office of the rural route is tested.

4. Carrier does not case mail at intermediate office(s)

Mail for some small intermediate offices is not sorted by the rural carrier at either the head-out or intermediate office, but is placed in a sack or container and dropped off at the intermediate office.

NOTE: The rural carrier may place all mail for the intermediate office(s) in one separation of the case while he is casing the mail for the route. If the carrier does not sort the mail, treat the mail for the intermediate office(s) as if it was an NDCBU having more than 20 boxes.

APPENDIX F. RESCHEDULING RULES

A. Rules for Selecting a Reschedule Date When Overnight Lodging Was Not Required:

1. If a route scheduled to be tested on Saturday does not operate on Saturday, reschedule the test for the following week in accordance with the following:

1st Saturday of the month should be tested on Monday.

2nd Saturday of the month should be tested on Tuesday.

3rd Saturday of the month should be tested on Wednesday.

4th Saturday of the month should be tested on Thursday.

5th Saturday of the month should be tested on Friday.

2. If the test route's regular carrier (or a leave replacement 73 or 75 who is familiar with the route) will be available the following week, reschedule the test on the same day for which it was originally scheduled.
3. If the regular carrier (73 or 75) will not be available on that day, (e.g., the carrier and Rural Relief are not scheduled to work that day, or it is a holiday), reschedule the test for the first available day, beginning one week after the scheduled test day.

For example, the test is scheduled for Monday and would be rescheduled for the following Monday. Neither the carrier (nor a 73 or 75 familiar with the route) is available on the following Monday (or the following Monday is a holiday). The carrier (or 73 or 75) would be available on Tuesday of that week. Reschedule for Tuesday.

4. Call the Regional RCC office about all rescheduled tests.

5. Rescheduling Tests scheduled for the last week of a postal quarter.

Postal Quarter 1, 2 and 3:

Tests are not to be rescheduled across quarters. Any tests rescheduled for the last week of a quarter must be completed by the last day of the quarter. Specifically, tests which cannot be completed on the scheduled date are rescheduled for the same day in the next week. However, tests cannot be rescheduled across quarters. Tests not completed at the end of the quarter are cancelled.

Postal Quarter 4:

Do not reschedule a test if rescheduling means the test will be done in the next fiscal year. Example: A test scheduled for September 27, 1989 (FY 89) can not be rescheduled to October 1, 1989. October 1 is in the next fiscal year (FY 1990). Tests not completed at the end of the quarter are cancelled.

- B. Reschedule Procedure for Tests That Require Overnight Lodging the Night Before:

If upon arrival at the test site, the route scheduled for testing cannot be tested as scheduled:

1. First attempt to test another route in the same route category.

If an ODIS/RPW Frame Listing is available, select the next route in the same category. Otherwise, select a route, having the same route category, whose case is nearest to the scheduled route.

APPENDIX G

EXAMPLES OF HOW TO RECORD MAIL

G-1

The Andrew Jergens Company
1000 Donnelley Drive
Elm City, NC 27822



Bulk Rate
U.S. Postage
PAID
Donnelley
Marketing

CAR-RT SORT **CR19
RESIDENT
3618 ST JOHNS PL
HYATTSVILLE MD 20785

Postal Service Regulations require that this address card be delivered together with its accompanying postage paid sample. If you should receive this card without its accompanying sample, please notify your local postmaster.

Record as Boxholder, Third-class Bulk Rate, CAR-RT Presort:

G-2



Record as Boxholder, Third-class Bulk Rate, CAR-RT Presort:
(See G-1)

L. LUNSFORD
25 TWIN OAKS DRIVE
OTHER CITY, STATE ZIP



RETURN RECEIPT
REQUESTED

MR. WILLIAM E. MCKENZIE
HEALTH AND HUMAN SERVICES
300 3RD, S.W.
HOME CITY, STATE ZIP

CERTIFIED

P 698 583 269

MAIL

Record as a Certified piece with a Return Receipt:

FRANCIS J. BYERS
15 ELM COURT
HOME CITY, STATE ZIP



MS. JANE M. JONES
8001 SUNSET BLVD
HOME CITY, STATE ZIP

JOHN S. SMITH
45 KRISTIN LANE
OTHER CITY, STATE ZIP



MR. FRANCIS E. BYRES, JR.
1702 PORT ROYAL
HOME CITY, STATE ZIP

Record as a First-Class Single piece:

This is a standard piece

BUDGET LOAN SERVICE
319 BELMONT AVENUE
CHARLOTTE, NC 28202

Baby Buggy 1880s
USA 7.4c



BULK RATE

CARRIER ROUTE PRESORT ** CR 3415

RANDAL SMITHERMAN
OAKWOOD APARTMENTS, #K-122
4600 DUKE STREET
CHARLOTTE, NC 28223

Letter

Record as a Letter, Third-class Bulk Rate CAR-RT Presort:

G-6

1401 F Street, N.W.
Washington, D.C. 20004

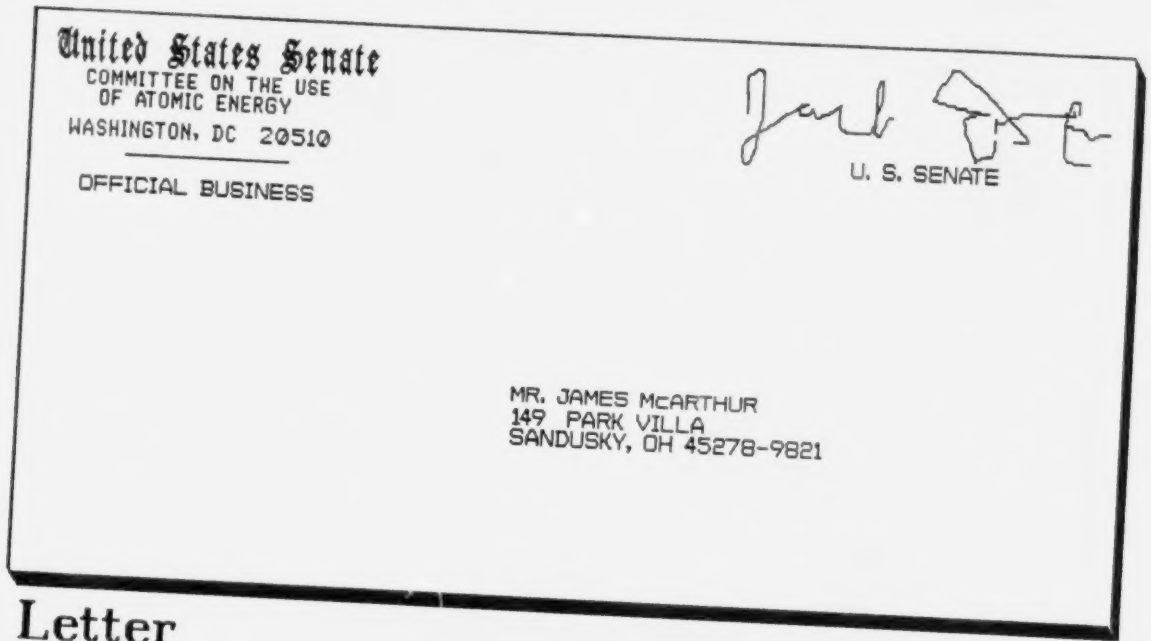


00048 010 CAR-RT SORT **CR17
MS. JANE GOOD CUSTOMER
3940 SAINT JOHNS PLACE
HYATTSVILLE, MD 20785

Garfinckel's

Record as Boxholder, Third-class Bulk Rate CAR-RT Presort:

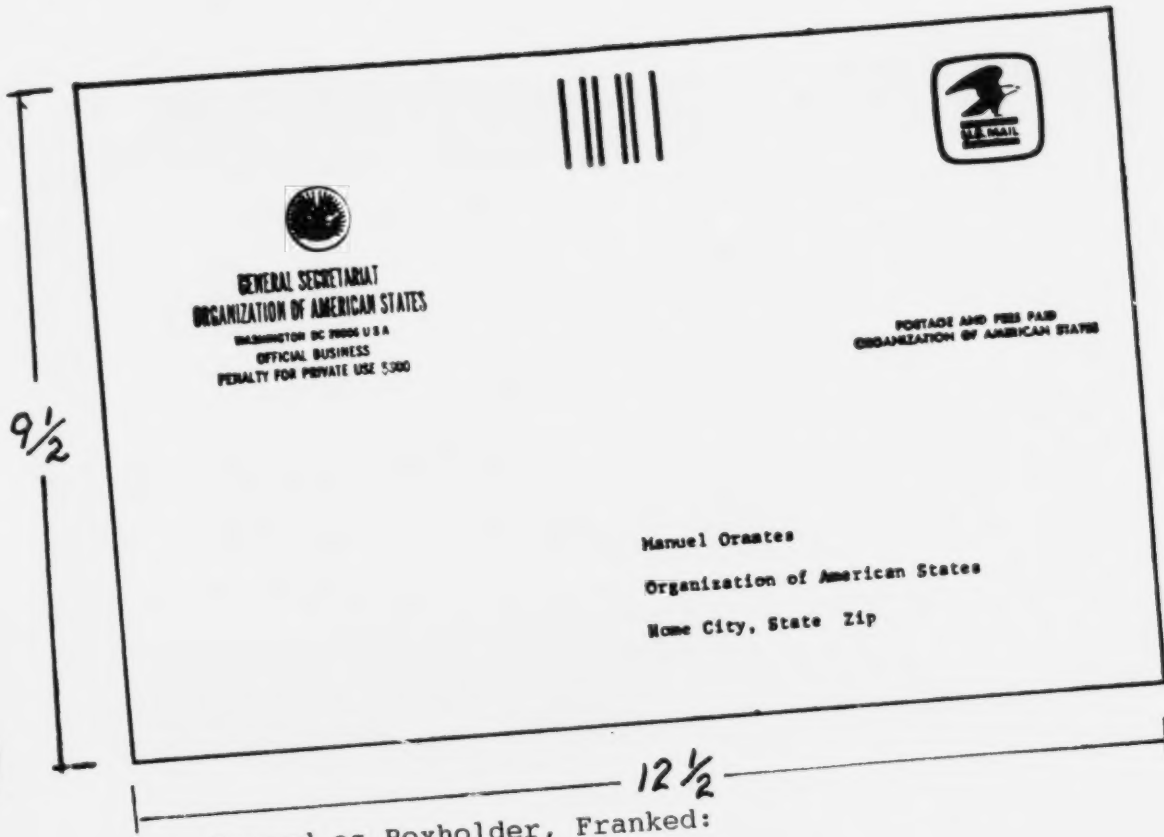
G-7



Record as a Letter, Penalty, Other Agencies:

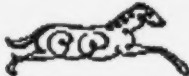
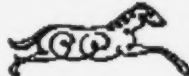


G-8



Record as Boxholder, Franked:

HORSEMANS GAZETTE NEWS

HANK GARVEY
 ROUTE 2, BOX 385
 CUTBANK, MT. 59116

NEWS FOR TODAYS RANCHER

THURSDAY----APRIL 12, 1989

NEW VETERINARIANS COLLEGE OPENS IN AUSTIN

DWDSNFDIUCIUNLI CLICIONIIICN3 nwpiln PKjkw k.jfe
 xsjvn vovr vsrediqy iwjan wiew 7nhi wih wioh wwe
 jijn ene nmsd a.mjd ekda akas akada aakowa qoiw w
 .qikxoqeokme qpoq qpo ipa10pski aqg dailqkw ip qqa
 akjd wqe eqaj VALIWE32 newdkjn wijnea wqjan k wq
 wklumwolewm qqie qqpofj qoqme fopq q qopqiem qqoj
 aakja qiw vobiym 2028dfm oqa7nmq 40q aofawid d qc
 tekda eugza 24zyawozo qiq qizukwawqa za.

VACCINE SAID TO CURE HOOFING COUGH QUICKLY

It was learned today that a newikogqn q qin qonq
 lwo qwioq qoiquqjw 244783 24nd 14287 412u8d 191d 14
 .doowd woeng qoqilew dolq whhoplejengo qoqqwuni
 skdsj wiwdj dij 13 aq98 e9011s wofg eodir 340313 R3
 erklwreu lowrui w wiouw w4uwrw9rw w ww 44ws 2248f
 lwiwdiwd9wj k zewiedjdqq00g 1jq0q9q0q9wqq q0q9q qq0
 sdalkdmfdo oadauioe 4ew fewfe WEFI 083r3rw 33rm3C
 go3ir3 348 33012 fwpj22 f2p 24efj2 2p42j f212302 2fnn
 slssix4 248r q-qrfq -4q348 qp434rj 434j22-4jrr 024 2j
 wei90qieuf eppefoief qpoi2 43jrf fpqifd7-44ieeee

SADDLE
SOAP

FOR THE WORLDS CLEANEST
AND SOFTEST SADDLES TRY

--JINGLES--
BEST SOAP
AROUND !!!!

PUBLICATION NUMBER: 023-450

Record as Flat, Second-Class, if it will fit into the carrier case, otherwise record it as a parcel.

G-10

LIBERTY

REAL ESTATE CORPORATION
FEDERAL RESERVE PLAZA
BOSTON, MA 02210

Y
J
C
E

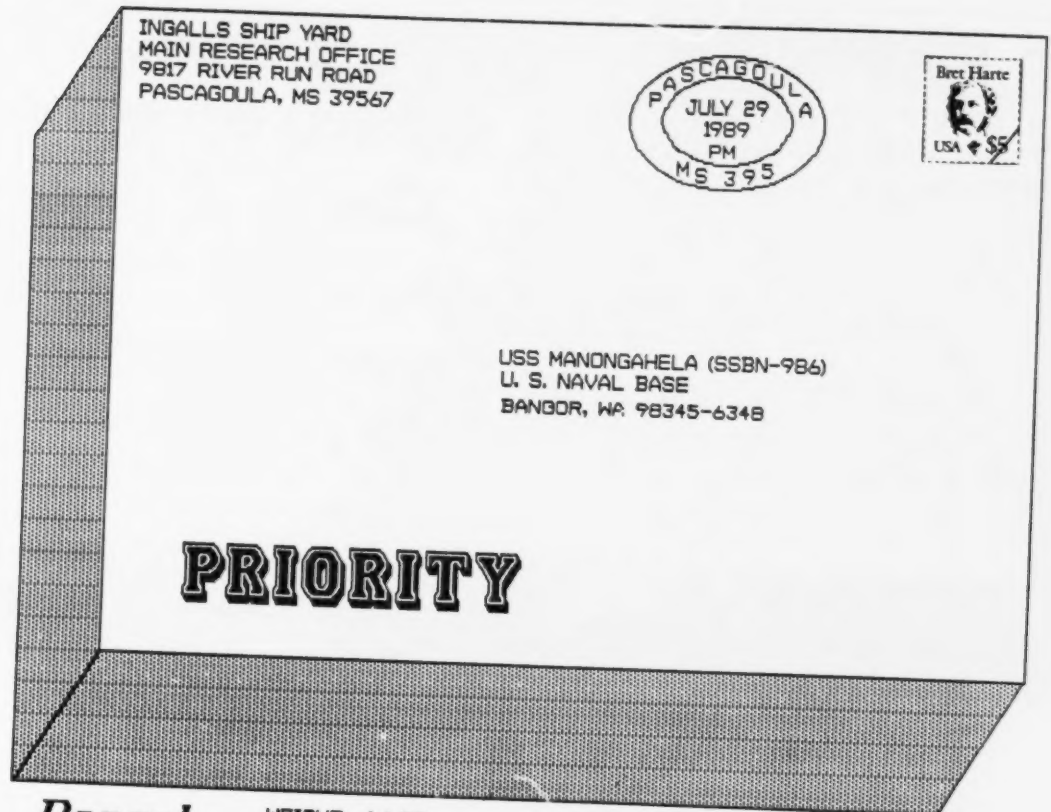


ISLAND REALTY
PO BOX 955
WHIDBEY ISLAND, WA 98435

WEIGHT 3 OUNCES

Record as Parcel, Third-class, Bulk Rate Regular:

G-11

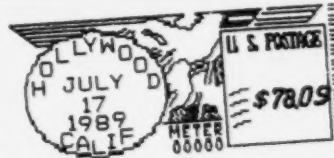


Parcel

WEIGHT 4 LBS.

Record as Parcel, Priority Mail:

HOUSE OF FINE GEMS
★ Jewelers to the Stars ★
17 Rodeo Drive
Hollywood, CA 90129



**RETURN RECEIPT
REQUESTED**

RESTRICTED DELIVERY

*Leon Sepulveda
International Gemstones
World Trade Mart
28 N. Collins Avenue
Dallas, TX 75260*

U.S. MAIL INSURED

V-252 278 643

NOTE: To file damage claim you must present the
article, container and packaging.

Parcel

Record as an Insured piece:

Return Receipt Requested and Restricted Delivery are
additional services which may be purchased within the
Insured mail category.

COMPUTERIZED CODES FOR FIRST-CLASS PERMIT IMPRINT MAIL

BALTIMORE GAS AND ELECTRIC COMPANY
Charles Center
P.O. Box 1475
Baltimore, Maryland 21203-1475

FIRST CLASS
CAR-RT SORT



CAR-RT SORT **CR19

JOHN Q. HOMEOWNER
4004 ST. JOHNS PLACE
HYATTSVILLE MD 20785



C&P Telephone
A Bell Atlantic Company

PO Box 27709
Richmond VA
23272-7709

**1 ZP 022995 023042 81

JOHN Q. HOMEOWNER
4004 ST. JOHNS PLACE
LANDOVER, MD 20785-2465

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
Richmond, Va.
Permit No. 775

Telephone Bill

**1	FP = Presort First-Class
**1	ZP = ZIP + 4 Presort
**1	CP = Carrier Route Presort
**1	ZN = ZIP + 4 NOT presort qualified
**1	FN = First-Class Residual
**1	ZB = ZIP + 4 Bar-Coded

G-14

PRIME BUSINESS ASSOC.
WASHINGTON DC 20002-1111

ZIP + 4
BARCODED
FIRST CLASS
U.S. POSTAGE
PAID
Mail Services, Inc.

FIRST CLASS MAIL

5698 1 ZP 0.20 **ZB 17
JANE Q. PUBLIC
4001 SAINT JOHNS PLACE
LANDOVER MD 20785-2465

Record as First-Class ZIP + 4 Barcoded.

Citibank Cards
P.O. Box 6004
Sioux Falls, SD 57117-6004
USA

Zip + 4 Presorted
First Class Mail
U.S. Postage
Paid
Sioux Falls, SD
Permit No. 1

Zip+4 Barcoded

5698 1 ZP 0.20 **ZB 17

JOHN Q. PUBLIC
3917 SAINT JOHNS PLACE
LANDOVER MD 20785-2465



Record as First-Class ZIP + 4 Barcoded.

POST OFFICE TO ADDRESSEE

EXPRESS MAIL NEXT DAY SERVICE

NB 253 873 389

ORIGIN	Date 5/15/89	Postage 12.00
ZIP Code 2000	Time 1000 ☒ A.M. ☐ P.M.	Return Receipt \$
Weight 10 lbs. xx oz.	Weight 10 lbs. xx oz.	Return Receipt \$
TS	TS	Return Receipt \$
ACCEPTANCE	ACCEPTANCE	Return Receipt \$
☒ Next Day Delivery	☐ Second Day Delivery	Total Postage & Fees 12.00
☒ By 10:30 AM	☐ By 11:00 PM	
☐ Express Mail Military Service	☐ International Express Mail	
Express Mail Corporate Account No.	Federal Agency Account No. 400	
FROM: Tom Roberts USPS Headquarters 475 L'Enfant Plaza, SW Washington, DC 20260-5318		

DESTINATION	Date of Delivery
☒ DELIVERY WAS ATTEMPTED	Signature of Delivery Employee
Waiver of Signature and Indemnity (Domestic Only)	
SIGNED	

MAILING LABEL-Service Analysis & Proof of Delivery

TO: Telephone Number: _____
Joe Smith
400 E. York St.
Denver, CO 80202

Label 11-B (July 1988)

Press Hard. You Are Making 4 Copies

Remove The Backing Sheet To Expose Adhesive Before Applying The Label To Your Package

Record as Express Mail.

POST OFFICE TO ADDRESSEE

EXPRESS MAIL NEXT DAY SERVICE

NB 253 873 367

ORIGIN	Date 5/15/89	Postage 8.75
ZIP Code 1000	Time 1000 ☒ A.M. ☐ P.M.	Return Receipt \$
Weight xx lbs. 10 oz.	Weight xx lbs. 10 oz.	Return Receipt \$
TS	TS	Return Receipt \$
ACCEPTANCE	ACCEPTANCE	Return Receipt \$
☐ Next Day Delivery	☐ Second Day Delivery	Total Postage & Fees 8.75
☐ By 10:30 AM	☐ By 11:00 PM	
☐ Express Mail Military Service	☐ International Express Mail	
Express Mail Corporate Account No.	Federal Agency Account No.	
FROM: ACE Produce Co. 113 Charles Place New York, NY 10026		

DESTINATION	Date of Delivery
☒ DELIVERY WAS ATTEMPTED	Signature of Delivery Employee
Waiver of Signature and Indemnity (Domestic Only)	
SIGNED	

MAILING LABEL-Service Analysis & Proof of Delivery

TO: Telephone Number: _____
Joe Smith
400 E. York St.
Denver, CO 80202

Label 11-B (July 1988)

Press Hard. You Are Making 4 Copies

Remove The Backing Sheet To Expose Adhesive Before Applying The Label To Your Package

N 007 999 935

RETURN RECEIPT FOR MERCHANDISE

May be used on merchandise sent Priority, third class, or Parcel Post

NO INSURANCE COVERAGE
NOT FOR INTERNATIONAL MAIL

Sent to	
TOM CHARLES	
Street and No	
5522 TRUMAN AV.	
P.O. State and ZIP Code	
RIVERDALE MD 20737	
Postage	\$ 2.40
Return Receipt Fee showing to whom & Date Del.	
Return Receipt Fee showing to whom, Date, and Address of Delivery	1.35
Special Delivery or Special Handling Fee	
TOTAL Postage and Fees	\$ 3.75
Postmark	Waiver of Signature
	Yes ☒ No ☐

PS Form 3804, Mar 1988 GPO JKT 214 861

Waiver of Signature
YES

I wish delivery to be made without obtaining the signature of the addressee or the addressee's agent and I authorize the delivery employee to sign that the shipment was delivered and understand that the signature of the delivery employee will constitute valid proof of delivery.

Signed *[Signature]*

RETURN RECEIPT

N 007 999 935

FOR MERCHANDISE

● **SENDER:** Complete items 1 and 2 when additional services are desired, and complete items 3 and 4.

Put your address in the "RETURN TO" space on the reverse side. Failure to do this will prevent this card from being returned to you. The return receipt fee is \$1.00. For additional services, consult postmaster for fees and check boxes for additional services requested.

1. ☐ Show to whom delivered, date, and addressee's address. 2. ☐ Restricted Delivery (Extra charge)

3. Article Addressed to:

TOM CHARLES
5522 TRUMAN AVE
RIVERDALE, MD 20737

4. Article Number
N007 999 935

Type of Service:
☐ Registered
☐ Insured
☐ Certified
☐ COD
☐ Express Mail
☒ Return Receipt for Merchandise

Always obtain signature of addressee or agent and DATE DELIVERED.

5. Signature - Address
X 5522 TRUMAN AVE

6. Signature - Agent
X *[Signature]*

7. Date of Delivery
06-01-89

8. Addressee's Address (ONLY if requested and fee paid)
5522 TRUMAN AV.
RIVERDALE, MD 20737

PS Form 3811, Mar. 1988 • U.S.G.P.O. 1988-212-865 DOMESTIC RETURN RECEIPT

Record in Accountable Mail as Return Receipt.

NOTE:

A RETURN RECEIPT (PS FORM 3811) BEING RETURNED TO THE SENDER AND TRAVELING INDEPENDENT OF THE PARENT PIECE, IS TO BE RECORDED AS A U.S.P.S. LETTER CASED MAIL PIECE (PENALTY). IN ADDITION TO THIS RECORDING, THE PIECE MUST BE RECORDED AS A RETURN RECEIPT IN THE ACCOUNTABLE MAIL SECTION.

UNITED STATES POSTAL SERVICE			
OFFICIAL BUSINESS			
SENDER INSTRUCTIONS Print your name, address and ZIP Code in the space below. • Complete items 1, 2, 3, and 4 on the reverse. • Attach to front of article if space permits, otherwise affix to back of article. • Endorse article "Return Receipt Requested" adjacent to number.			
Print Sender's name, address, and ZIP Code in the space below.			
RETURN TO 	JOHN Q. PUBLIC 119 EMERSON DRIVE, APT. 23 NEW YORK, NY 10026		

SENDER: Complete items 1 and 2 when additional services are desired, and complete items 3 and 4. Put your address in the "RETURN TO" Space on the reverse side. Failure to do this will prevent this card from being returned to you. The return receipt fee will provide you the name of the person delivered to and the date of delivery. For additional fees the following services are available. Consult postmaster for fees and check box(es) for additional service(s) requested.	
1. ☒ Show to whom delivered, date, and addressee's address. (Extra charge)	2. ☐ Restricted Delivery (Extra charge)
3. Article Addressed to: CHARLES THOMAS 1211 E. 93RD ST. ST. PAUL, MN 55124	4. Article Number P.698.583.270
5. Signature - Address X 1211 E. 93rd St	Type of Service: ☐ Registered ☐ Insured ☒ Certified ☐ COD ☐ Express Mail ☐ Return Receipt for Merchandise
6. Signature - Agent X C. H. Thomas	Always obtain signature of addressee or agent and DATE DELIVERED.
7. Date of Delivery 6-1-89	8. Addressee's Address (ONLY if requested and fee paid)

NOTE: AN EXPRESS MAIL CUSTOMER RECEIPT BEING RETURNED TO THE SENDER IN AN EXPRESS MAIL CUSTOMER RECEIPT ENVELOPE SHOULD BE RECORDED AS A NON-ACCOUNTABLE USPS PENALTY PIECE AND A RETURN RECEIPT UNDER ACCOUNTABLE MAIL.

UNITED STATES POSTAL SERVICE

OFFICIAL BUSINESS

Your

EXPRESS MAIL
NEXT DAY SERVICE. 

Customer Receipt

FROM:

ACE PRODUCE COMPANY
113 CHARLES PLACE
NEW YORK, NY 10026

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE \$300

FIRST CLASS

$4\frac{3}{4} \times 9$

APPENDIX H.

U. S. POSTAL SERVICE/RURAL CARRIER COST SYSTEM QUESTIONNAIRE - FY 1990

AFFIX LABEL

R

CARRIER COST SYSTEM

RURAL CARRIER ROUTE TEST

MUST BE FILLED IN FOR EVERY TEST BOOK

101. TEST Date			102. Pay Period	103. Book No.	104. Total No. of Books	105. TEST I.D.
Month	Day	Year				
☐ Jan	☐ Jul	☐ 1989	☐ 00	☐ 00	☐ 00	☐ 000000
☐ Feb	☐ Aug	☐ 1990	☐ 01	☐ 01	☐ 01	☐ 111111
☐ Mar	☐ Sep	☐ 1990	☐ 02	☐ 02	☐ 02	☐ 222222
☐ Apr	☐ Oct	☐ 1990	☐ 03	☐ 03	☐ 03	☐ 333333
☐ May	☐ Nov	☐ 1990	☐ 04	☐ 04	☐ 04	☐ 444444
☐ Jun	☐ Dec	☐ 1990	☐ 05	☐ 05	☐ 05	☐ 555555
			☐ 06	☐ 06	☐ 06	☐ 666666
			☐ 07	☐ 07	☐ 07	☐ 777777
			☐ 08	☐ 08	☐ 08	☐ 888888
			☐ 09	☐ 09	☐ 09	☐ 999999

ROUTE INFORMATION

106. Finance No.	107. CAG	108. Rooster Designation	109. Rescheduled A. Is this Test to be Rescheduled	110. Route No.	111. Official Route Miles (To 2 Dec. Places)	112. Evaluated Hours	113. Current Route Type	114. Is this an L Status Route?
☐ 000000	☐ A	☐ 00	☐ Yes	☐ 00	☐ 000000	☐ 00	☐ H	☐ Yes
☐ 111111	☐ B	☐ 01	☐ If Yes Complete Page 1 and STOP.	☐ 01	☐ 111111	☐ 01	☐ J	☐ No
☐ 222222	☐ C	☐ 02	☐ B. Is this a Rescheduled Test	☐ 02	☐ 222222	☐ 02	☐ K	
☐ 333333	☐ D	☐ 03	☐ Yes	☐ 03	☐ 333333	☐ 03	☐ Mileage	
☐ 444444	☐ E	☐ 04	☐ No	☐ 04	☐ 444444	☐ 04	☐ Auxiliary	
☐ 555555	☐ F	☐ 05		☐ 05	☐ 555555	☐ 05		
☐ 666666	☐ G	☐ 06		☐ 06	☐ 666666	☐ 06		
☐ 777777	☐ H	☐ 07		☐ 07	☐ 777777	☐ 07		
☐ 888888	☐ I	☐ 08		☐ 08	☐ 888888	☐ 08		
☐ 999999	☐ J	☐ 09		☐ 09	☐ 999999	☐ 09		

Table J		Day of Week		123. FACILITY NAME	
Total No. of Offices		M	T	W	T
Week 1	2	1	2	1	2
	3	2	3	2	3
	4	3	4	3	4
	5	4	5	4	5
Week 2	2	2	1	2	1
	3	3	2	1	3
	4	4	3	2	1
	5	5	4	3	2

124. DATA COLLECTOR

AREA CODE: () WORK PHONE

WARNING: KNOWINGLY PROVIDING FALSE OR MISLEADING INFORMATION MAY RESULT IN CIVIL OR CRIMINAL PROSECUTION.

125. Comments

ROUTE INFORMATION: ACCOUNTABLE MAIL, PARCELS AND POSTAGE DUE MAIL

ACCOUNTABLE MAIL										
201. No Accountable Mail for this Route.	203. Express	204. Special Delivery	205. Certified	206. COD or Customs Due	207. Numbered Insured	208. Registered	209. Registered and COD	210. Return Receipt	211. Other Combinations (Identify in Comments)	
0	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9
202. Accountable Mail Picked Up by Customer (Some or All)										

212. PARCELS AND POSTAGE DUE MAIL

First Class						Second Class					
	Parcels	Postage Due		Parcels	Postage Due		Parcels	Postage Due		Parcels	Postage Due
First Class ↓ Single Piece (FN)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	First Class ↓ Private Mailing Card (Single Piece)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9		First Class ↓ Postal Card	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9		Second Class →	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9
Presorted (FP)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	Private Mailing Card Presorted	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9		Priority Mail	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9				
CAR-RT Presort (CP)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	Private Mailing Card CAR-RT Presort	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9		Mailgram	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9				
ZIP + 4 (Include ZIP + 4 Presort) (ZN) (ZP)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	Private Mailing Card ZIP + 4 (Include ZIP + 4 Presort)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9		ZIP + 4 Bar-Coded (ZB)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9				

213. PARCELS:

☐ No Parcels for This Route

☐ Parcels Picked Up by Customer(s) (All or Some)

214. POSTAGE DUE:

☐ No Postage Due for this Route

☐ Postage Due Picked Up by Customer(s) (All or Some)

ROUTE INFORMATION: PARCELS AND POSTAGE DUE MAIL

THIRD CLASS		FOURTH CLASS		PENALTY-FRANKED-FREE		INTERNATIONAL (FOREIGN ORIGIN)		BUNDLED MAIL	
CHECK ALL MAIL MARKINGS BEFORE RECORDING						SURFACE		AIRMAIL	
Parcels	Postage Due	Parcels	Postage Due	Parcels	Postage Due	Parcels	Postage Due	Parcels	Postage Due
Regular, Bulk Rate (Include 3, 5 Digit Presort, ZIP + 4 and ZIP + 4 Barcoded)	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99	Zone Rate	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99	Penalty USPS	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99			Express Mail	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99
Regular, CAR-RT Presort	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99	Special Rate	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99	Penalty Other Agencies	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99			Letter Class	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99
Non-Profit, Bulk Rate (Include 3, 5 Digit Presort, ZIP + 4 and ZIP + 4 Barcoded)	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99	Library Rate	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99	Franked	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99			AO	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99
Non-Profit, CAR-RT Presort	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99	Bound Printed Matter	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99	Free For Blind, Handicapped, U.S. Armed Forces	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99			Parcel Post	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99
Once Rate	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99	Bound Printed Matter CAR-RT Presort	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99					M Bag	00 00 11 11 22 22 33 33 44 44 55 55 66 66 77 77 88 88 99 99
215. Comments									

BOX-MAIL COUNT				RURAL Box No. / ADDRESS / ADDRESSEE			
1. Sample Box No.		2. No Mail for This Box		6. No. of Pieces Delivered (If None Mark Here)			7. Comments
0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9		☐ 3. Mail Picked Up by Customer (All or Some)		Parcels	Accountables	Postage Due	
		☐ 4. Mail Withheld		0	0	0	
		☐ 5. Sample of Centralized Box Mail		1	1	1	
				2	2	2	
				3	3	3	
				4	4	4	
				5	5	5	
				6	6	6	
				7	7	7	
				8	8	8	
				9	9	9	

FIRST CLASS												SECOND CLASS			
Non-accountable Mail	Letter Sized Mail	Flat Sized Mail	Box Holder	Non-accountable Mail	Letter Sized Mail	Flat Sized Mail	Box Holder	Non-accountable Mail	Letter Sized Mail	Flat Sized Mail	Box Holder	Non-accountable Mail	Letter Sized Mail	Flat Sized Mail	Box Holder
First Class	0 0 0	0 0	0	First Class	0 0 0	0 0	0	First Class	0 0 0	0 0	0	Second Class	0 0 0	0 0	0
Single Piece (F N)	1 1 1	1 1	1	Private Mailing Card (Single Piece)	1 1 1	1 1	1	Postal Card	1 1 1	1 1	1		1 1 1	1 1	1
L-	2 2 2	2 2	2		2 2 2	2 2	2		2 2 2	2 2	2		2 2 2	2 2	2
F-	3 3 3	3 3	3		3 3 3	3 3	3		3 3 3	3 3	3		3 3 3	3 3	3
B-	4 4 4	4 4	4		4 4 4	4 4	4		4 4 4	4 4	4		4 4 4	4 4	4
	5 5 5	5 5	5		5 5 5	5 5	5		5 5 5	5 5	5		5 5 5	5 5	5
	6 6 6	6 6	6		6 6 6	6 6	6		6 6 6	6 6	6		6 6 6	6 6	6
	7 7 7	7 7	7		7 7 7	7 7	7		7 7 7	7 7	7		7 7 7	7 7	7
	8 8 8	8 8	8		8 8 8	8 8	8		8 8 8	8 8	8		8 8 8	8 8	8
	9 9 9	9 9	9		9 9 9	9 9	9		9 9 9	9 9	9		9 9 9	9 9	9
Presorted (F P)	0 0 0	0 0	0	Private Mailing Card Presorted	0 0 0	0 0	0	Priority Mail	0 0 0	0 0	0		0 0 0	0 0	0
L-	1 1 1	1 1	1		1 1 1	1 1	1		1 1 1	1 1	1		1 1 1	1 1	1
F-	2 2 2	2 2	2		2 2 2	2 2	2		2 2 2	2 2	2		2 2 2	2 2	2
B-	3 3 3	3 3	3		3 3 3	3 3	3		3 3 3	3 3	3		3 3 3	3 3	3
	4 4 4	4 4	4		4 4 4	4 4	4		4 4 4	4 4	4		4 4 4	4 4	4
	5 5 5	5 5	5		5 5 5	5 5	5		5 5 5	5 5	5		5 5 5	5 5	5
	6 6 6	6 6	6		6 6 6	6 6	6		6 6 6	6 6	6		6 6 6	6 6	6
	7 7 7	7 7	7		7 7 7	7 7	7		7 7 7	7 7	7		7 7 7	7 7	7
	8 8 8	8 8	8		8 8 8	8 8	8		8 8 8	8 8	8		8 8 8	8 8	8
	9 9 9	9 9	9		9 9 9	9 9	9		9 9 9	9 9	9		9 9 9	9 9	9
CAR-RT Presort (C P)	0 0 0	0 0	0	Private Mailing Card CAR-RT Presort	0 0 0	0 0	0	Mailing	0 0 0	0 0	0	Other	0 0 0	0 0	0
L-	1 1 1	1 1	1		1 1 1	1 1	1		1 1 1	1 1	1		1 1 1	1 1	1
F-	2 2 2	2 2	2		2 2 2	2 2	2		2 2 2	2 2	2		2 2 2	2 2	2
B-	3 3 3	3 3	3		3 3 3	3 3	3		3 3 3	3 3	3		3 3 3	3 3	3
	4 4 4	4 4	4		4 4 4	4 4	4		4 4 4	4 4	4		4 4 4	4 4	4
	5 5 5	5 5	5		5 5 5	5 5	5		5 5 5	5 5	5		5 5 5	5 5	5
	6 6 6	6 6	6		6 6 6	6 6	6		6 6 6	6 6	6		6 6 6	6 6	6
	7 7 7	7 7	7		7 7 7	7 7	7		7 7 7	7 7	7		7 7 7	7 7	7
	8 8 8	8 8	8		8 8 8	8 8	8		8 8 8	8 8	8		8 8 8	8 8	8
	9 9 9	9 9	9		9 9 9	9 9	9		9 9 9	9 9	9		9 9 9	9 9	9
ZIP + 4 (Include ZIP + 4 Presort) (Z N) (Z P)	0 0 0	0 0	0	Private Mailing Card ZIP + 4 (Include ZIP + 4 Presort)	0 0 0	0 0	0	ZIP + 4 Bar-Coded (Z B)	0 0 0	0 0	0		0 0 0	0 0	0
L-	1 1 1	1 1	1		1 1 1	1 1	1		1 1 1	1 1	1		1 1 1	1 1	1
F-	2 2 2	2 2	2		2 2 2	2 2	2		2 2 2	2 2	2		2 2 2	2 2	2
B-	3 3 3	3 3	3		3 3 3	3 3	3		3 3 3	3 3	3		3 3 3	3 3	3
	4 4 4	4 4	4		4 4 4	4 4	4		4 4 4	4 4	4		4 4 4	4 4	4
	5 5 5	5 5	5		5 5 5	5 5	5		5 5 5	5 5	5		5 5 5	5 5	5
	6 6 6	6 6	6		6 6 6	6 6	6		6 6 6	6 6	6		6 6 6	6 6	6
	7 7 7	7 7	7		7 7 7	7 7	7		7 7 7	7 7	7		7 7 7	7 7	7
	8 8 8	8 8	8		8 8 8	8 8	8		8 8 8	8 8	8		8 8 8	8 8	8
	9 9 9	9 9	9		9 9 9	9 9	9		9 9 9	9 9	9		9 9 9	9 9	9

Third Class				Fourth Class			Penalty-Franked-Free				International (Foreign Origin)					
CHECK ALL MAIL MARKINGS BEFORE RECORDING				Nonaccountable Mail			Nonaccountable Mail				SURFACE		Nonaccountable		AIRMAIL	
Nonaccountable Mail	Letter Sized Mail	Flat Sized Mail	Box Holder	Letter Sized Mail	Flat Sized Mail	Box Holder	Letter Sized Mail	Flat Sized Mail	BH	Letter Sized Mail	Flat Sized Mail	BH	Letter Sized Mail	Flat Sized Mail	BH	
Regular, Bulk Rate (Include 3, 5 Digit Presort, ZIP + 4 and ZIP + 4 Barcoded)	0 0 0	0 0	0	Zone Rate	0 0 0	0 0	0	0 0	0 0	0	0 0	0 0	0	0 0	0 0	0
L- (BA) (ZN)	1 1 1	1 1	1		1 1 1	1 1	1	1 1	1 1	1	1 1	1 1	1	1 1	1 1	1
F- (ZB) (FD)	2 2 2	2 2	2		2 2 2	2 2	2	2 2	2 2	2	2 2	2 2	2	2 2	2 2	2
B- (ZP)	3 3 3	3 3	3		3 3 3	3 3	3	3 3	3 3	3	3 3	3 3	3	3 3	3 3	3
	4 4 4	4 4	4		4 4 4	4 4	4	4 4	4 4	4	4 4	4 4	4	4 4	4 4	4
	5 5 5	5 5	5		5 5 5	5 5	5	5 5	5 5	5	5 5	5 5	5	5 5	5 5	5
	6 6 6	6 6	6		6 6 6	6 6	6	6 6	6 6	6	6 6	6 6	6	6 6	6 6	6
	7 7 7	7 7	7		7 7 7	7 7	7	7 7	7 7	7	7 7	7 7	7	7 7	7 7	7
	8 8 8	8 8	8		8 8 8	8 8	8	8 8	8 8	8	8 8	8 8	8	8 8	8 8	8
	9 9 9	9 9	9		9 9 9	9 9	9	9 9	9 9	9	9 9	9 9	9	9 9	9 9	9
Regular, CAR-RT Presort (CP)	0 0 0	0 0	0	Special Rate	0 0 0	0 0	0	0 0	0 0	0	0 0	0 0	0	0 0	0 0	0
L-	1 1 1	1 1	1		1 1 1	1 1	1	1 1	1 1	1	1 1	1 1	1	1 1	1 1	1
F-	2 2 2	2 2	2		2 2 2	2 2	2	2 2	2 2	2	2 2	2 2	2	2 2	2 2	2
B-	3 3 3	3 3	3		3 3 3	3 3	3	3 3	3 3	3	3 3	3 3	3	3 3	3 3	3
	4 4 4	4 4	4		4 4 4	4 4	4	4 4	4 4	4	4 4	4 4	4	4 4	4 4	4
	5 5 5	5 5	5		5 5 5	5 5	5	5 5	5 5	5	5 5	5 5	5	5 5	5 5	5
	6 6 6	6 6	6		6 6 6	6 6	6	6 6	6 6	6	6 6	6 6	6	6 6	6 6	6
	7 7 7	7 7	7		7 7 7	7 7	7	7 7	7 7	7	7 7	7 7	7	7 7	7 7	7
	8 8 8	8 8	8		8 8 8	8 8	8	8 8	8 8	8	8 8	8 8	8	8 8	8 8	8
	9 9 9	9 9	9		9 9 9	9 9	9	9 9	9 9	9	9 9	9 9	9	9 9	9 9	9
Non-Profit, Bulk Rate (Include 3, 5 Digit Presort, ZIP + 4 and ZIP + 4 Barcoded)	0 0 0	0 0	0	Library Rate	0 0 0	0 0	0	0 0	0 0	0	0 0	0 0	0	0 0	0 0	0
L- (BA) (ZN)	1 1 1	1 1	1		1 1 1	1 1	1	1 1	1 1	1	1 1	1 1	1	1 1	1 1	1
F- (ZB) (FD)	2 2 2	2 2	2		2 2 2	2 2	2	2 2	2 2	2	2 2	2 2	2	2 2	2 2	2
B- (ZP)	3 3 3	3 3	3		3 3 3	3 3	3	3 3	3 3	3	3 3	3 3	3	3 3	3 3	3
	4 4 4	4 4	4		4 4 4	4 4	4	4 4	4 4	4	4 4	4 4	4	4 4	4 4	4
	5 5 5	5 5	5		5 5 5	5 5	5	5 5	5 5	5	5 5	5 5	5	5 5	5 5	5
	6 6 6	6 6	6		6 6 6	6 6	6	6 6	6 6	6	6 6	6 6	6	6 6	6 6	6
	7 7 7	7 7	7		7 7 7	7 7	7	7 7	7 7	7	7 7	7 7	7	7 7	7 7	7
	8 8 8	8 8	8		8 8 8	8 8	8	8 8	8 8	8	8 8	8 8	8	8 8	8 8	8
	9 9 9	9 9	9		9 9 9	9 9	9	9 9	9 9	9	9 9	9 9	9	9 9	9 9	9
Non-Profit, CAR-RT Presort (CP)	0 0 0	0 0	0	Bound Printed Matter	0 0 0	0 0	0	0 0	0 0	0	0 0	0 0	0	0 0	0 0	0
L-	1 1 1	1 1	1		1 1 1	1 1	1	1 1	1 1	1	1 1	1 1	1	1 1	1 1	1
F-	2 2 2	2 2	2		2 2 2	2 2	2	2 2	2 2	2	2 2	2 2	2	2 2	2 2	2
B-	3 3 3	3 3	3		3 3 3	3 3	3	3 3	3 3	3	3 3	3 3	3	3 3	3 3	3
	4 4 4	4 4	4		4 4 4	4 4	4	4 4	4 4	4	4 4	4 4	4	4 4	4 4	4
	5 5 5	5 5	5		5 5 5	5 5	5	5 5	5 5	5	5 5	5 5	5	5 5	5 5	5
	6 6 6	6 6	6		6 6 6	6 6	6	6 6	6 6	6	6 6	6 6	6	6 6	6 6	6
	7 7 7	7 7	7		7 7 7	7 7	7	7 7	7 7	7	7 7	7 7	7	7 7	7 7	7
	8 8 8	8 8	8		8 8 8	8 8	8	8 8	8 8	8	8 8	8 8	8	8 8	8 8	8
	9 9 9	9 9	9		9 9 9	9 9	9	9 9	9 9	9	9 9	9 9	9	9 9	9 9	9
Ounce Rate	0 0 0	0 0	0	Bound Printed Matter CAR-RT Presort	0 0 0	0 0	0	0 0	0 0	0	0 0	0 0	0	0 0	0 0	0
L-	1 1 1	1 1	1		1 1 1	1 1	1	1 1	1 1	1	1 1	1 1	1	1 1	1 1	1
F-	2 2 2	2 2	2		2 2 2	2 2	2	2 2	2 2	2	2 2	2 2	2	2 2	2 2	2
	3 3 3	3 3	3		3 3 3	3 3	3	3 3	3 3	3	3 3	3 3	3	3 3	3 3	3
	4 4 4	4 4	4		4 4 4	4 4	4	4 4	4 4	4	4 4	4 4	4	4 4	4 4	4
	5 5 5	5 5	5		5 5 5	5 5	5	5 5	5 5	5	5 5	5 5	5	5 5	5 5	5
	6 6 6	6 6	6		6 6 6	6 6	6	6 6	6 6	6	6 6	6 6	6	6 6	6 6	6
	7 7 7	7 7	7		7 7 7	7 7	7	7 7	7 7	7	7 7	7 7	7	7 7	7 7	7
	8 8 8	8 8	8		8 8 8	8 8	8	8 8	8 8	8	8 8	8 8	8	8 8	8 8	8
	9 9 9	9 9	9		9 9 9	9 9	9	9 9	9 9	9	9 9	9 9	9	9 9	9 9	9

U.S. POSTAL SERVICE
RURAL CARRIER PAYMENT AUTHORIZATION

INSTRUCTIONS

1. This form MUST be completed for every Rural Carrier Route Test.
2. Record the date, location, route type, and route number of the Rural Route being tested.
3. Record name of carrier/carrier substitute, roster designation, and Social Security Number.
4. Be sure to record the carrier's time in minutes, including all time needed to explain the test, identify the mail, sample boxes and delay caused by counting the mail. This information is used to pay the carrier for time spent assisting in the test.
5. Both carrier and postmaster MUST sign this form.

Date of Test 	Name of Facility 	ZIP + 4 Code
Facility Finance Number 	Rural Route Type (H, J, K, M, A) → ☐	Rural Route Number → ☐ ☐

Name of Carrier 	Roster Designation 	Social Security Number 	Time Assisting on Test Minutes
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Signature of Rural Carrier 	Signature of Postmaster
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MAIL TO:

Minneapolis PDC
Attn: RURAL UNIT
Twin Cities AMF
MN 55111-9000

U.S. Postal Service
RURAL CARRIER ROUTE MAIL ACCEPTANCE DATA
POSTMASTER INSTRUCTIONS

Selected Rural Route Number

1. The information obtained from this form will be used to distribute the costs of rural mail to different classes based on the mail counts of the selected rural route on the assigned test date.
2. The Postmaster or designee is responsible for collecting and recording the required information. Your assistance is requested to perform the test and to capture this vital information. Please do not designate a rural carrier to complete this count unless there is no one else in the office available.

3. On the assigned test date, all mail picked up from individual boxes on the route and returned to the post office must be included in the count.

NOTE: Mail collected from boxes on an intermediate route and returned to the head-out office must also be counted. DO NOT count mail picked up from the collection boxes. Instruct the carrier to forward all mail collected on the test day to the Postmaster or designee for counting.

If there are any questions regarding this mail count, please contact the Data Technician whose name is listed in Section 1.

Section 1 – To Be Completed By Data Collection Technician

This section MUST be completed by the designated Data Collection Technician.

Full Name of Data Collection Technician		FTS or PEN Telephone Number		Commercial Telephone Number ()	
Address (Number and Street)		City, State, and ZIP + 4			
1. Name of Facility		City		State	2a. Region (1)
3. Date Test Taken (4-9)		4. ZIP + 4 (10-19)		5. CAG (20)	6. Finance No. (21-26)
				7. Test I.D. (27-32)	8. Rural Route No. (33-34)

Section 2 – To Be Completed By Postmaster or Designee

The Postmaster or designee must complete items 9 through 39 as applicable. Select only one of the following Rural Route classification to respond to item 11.

H – Six day route
 J – 5 1/2 day route

M – Mileage compensation
 Aux – Hourly compensation

K – 5 day route

In item 12, indicate whether or not the rural route is official designated as "L" status, meaning that a carrier delivers to 12 or more boxes per mile.		10. Telephone Number ()
9. Name of Postmaster or Designee		12. Does Route Have "L" Status (36) ☐ Yes ☐ No
11. Type of Rural Route (Check One) (35) ☐ H ☐ J ☐ K ☐ M ☐ Aux		

Part A – Accountable Mail Data

For the following items, count the actual number of pieces for each type of accountable mail accepted from the sample route on the test day and enter that amount in the spaces provided. If no accountable mail was accepted on the test day, check item 13 and go on to Part B.

13. (37) ☐ No Accountable Mail Was Accepted Today		TYPE OF MAIL		No. of Pieces Accepted (40-41)
14. Registered Mail	No. of Pieces Accepted (38-39)	15. Express Mail		
16. Certified Mail	(42-43)	17. COD/Customs Due Mail		
18. (Numbered) Insured Mail	(46-47)	19. Registered/COD Mail		
20. Special Delivery Mail	(50-51)	21. "Other" Combinations (Explain)		

Part B — Non-Accountable Mail Data

For the following items, count the number of pieces collected from the sample route for each class and each shape of mail piece (i.e., letters, flats, parcels) and enter those amounts in the spaces provided. If no non-accountable mail was collected from the sample route on the test day, check item 22 and go on to the Mailing Instructions. Right justify and zero fill entries. E.g. 26 Post Cards: mark 0026 in item 24.

22

(54) ☐ No Non-Accountable Mail Was Collected Today

		CODES	LETTERS AND FLATS	PARCELS
First-Class	23. Single Piece	(55-56) 09	(57-60)	(61-63)
	24. Post Card, Single Piece	(64-65) 13	(66-69)	(70-72)
	25. USPS Postal Card	(73-74) 17	(75-78)	(79-81)
	26. Priority Mail	(82-83) 18	(84-87)	(88-90)
Third-Class	27. Ounce Rate	(91-92) 31	(93-96)	(97-99)
Fourth-Class	28. Zone Rate	(100-101) 41	(102-105)	(106-108)
	29. Special Rate	(109-110) 42	(111-114)	(115-117)
	30. Library Rate	(118-119) 43	(120-123)	(124-126)
	31. Bound Printed, Single Piece	(127-128) 44	(129-132)	(133-135)
	32. Penalty	(136-137) 54	(138-141)	(142-144)
Foreign — U.S. Origin	33. Letter Class	(145-146) 62	(147-150)	(151-153)
	34. Parcel Post	(154-155) 63	(156-159)	(160-162)
	35. AO	(163-164) 64	(165-168)	(169-171)
	36. Bundled Mail	(172-173) 71	(174-177)	(178-180)
	37. "Other" (Specify)	(181-182) 72	(183-186)	(187-189)

INSTRUCTIONS

- Once the count is completed and the information is recorded in Section 2 Parts A and B, enter the amount of time (in minutes) used to complete this rural carrier route mail count in item 38.
- If there are any other remarks you may wish to state, use item 39.

for this purpose and be sure to check the block.

- Mail the completed form to the attention of the Data Collection Technician at the address identified in Section 1.

38. Time used by Postmaster or Designee to complete this count (in minutes).

(190-192)

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Remarks

39. (193) ☐ Check if additional remarks.

U.S. Postal Service
RURAL CARRIER ROUTE MAIL ACCEPTANCE DATA

POSTMASTER INSTRUCTIONS

Selected Rural Route Number

06

1. The information obtained from this form will be used to distribute the costs of rural mail to different classes based on the mail counts of the selected rural route on the assigned test date.
2. The Postmaster or designee is responsible for collecting and recording the required information. Your assistance is requested to perform the test and to capture this vital information. Please do not designate a rural carrier to complete this count unless there is no one else in the office available.

3. On the assigned test date, all mail picked up from individual boxes on the route and returned to the post office must be included in the count.

NOTE: Mail collected from boxes on an intermediate route and returned to the head-out office must also be counted. DO NOT count mail picked up from the collection boxes. Instruct the carrier to forward all mail collected on the test day to the Postmaster or designee for counting.

If there are any questions regarding this mail count, please contact the Data Technician whose name is listed in Section I.

Section 1 -- To Be Completed By Data Collection Technician

This section MUST be completed by the designated Data Collection Technician.

Full Name of Data Collection Technician B.J. Page		FTS or PEN Telephone Number 8-268-3406		Commercial Telephone Number ()	
Address (Number and Street) 1 County Road		City, State, and ZIP + 4 Anywhere, USA 12345-3333			
Test Office Data					
1. Name of Facility Main P.O.		City Newtown		State MD	2a. Region (1) 2
					2b. Pay Period (2-3) 0 5
3. Date Test Taken (4-9) 0 2 2 2 9 0 1	4. ZIP + 4 (10-19) 2 3 4 5 -	5. CAG (20) 9 9 9 9 K	6. Finance No. (21-26) 1 1 1 1 1 1	7. Test I.D. (27-32) 1 2 3 4 5 6 7	8. Rural Route No. (33-34) 0 6

Section 2 -- To Be Completed By Postmaster or Designee

The Postmaster or designee must complete items 9 through 39 as applicable. Select only one of the following Rural Route classification to respond to item 11.

H — Six day route
J — 5 1/2 day route

M — Mileage compensation
Aux — Hourly compensation

K — 5 day route

➔ In item 12, indicate whether or not the rural route is official designated as "L" status, meaning that a carrier delivers to 12 or more boxes per mile.

9. Name of Postmaster or Designee J. B. Page		10. Telephone Number ()	
11. Type of Rural Route (Check One) (35) ☒ H ☐ J ☐ K ☐ M ☐ Aux		➔ 12. Does Route Have "L" Status (36) ◀ ☒ Yes ☐ No	

Part A -- Accountable Mail Data

For the following items, count the actual number of pieces for each type of accountable mail accepted from the sample route on the test day and enter that amount in the spaces provided. If no accountable mail was accepted on the test day, check item 13 and go on to Part B.

13. (37) ☒ No Accountable Mail Was Accepted Today

TYPE OF MAIL	No. of Pieces Accepted	TYPE OF MAIL	No. of Pieces Accepted
14. Registered Mail	(38-39)	15. Express Mail	(40-41)
16. Certified Mail	(42-43)	17. COD/Customs Due Mail	(44-45)
18. (Numbered) Insured Mail	(46-47)	19. Registered/COD Mail	(48-49)
20. Special Delivery Mail	(50-51)	21. "Other" Combinations (Explain)	(52-53)

Part B — Non-Accountable Mail Data

For the following items, count the number of pieces collected from the sample route for each class and each shape of mail piece (i.e., letters, flats, parcels) and enter those amounts in the spaces provided. If no non-accountable mail was collected from the sample route on the test day, check item 22 and go on to the Mailing Instructions. Right justify and zero fill entries. E.g. 26 Post Cards: mark 0026 in item 24.

22

(14) ☐ No Non-Accountable Mail Was Collected Today

		CODES	LETTERS AND FLATS	PARCELS
First Class	23. Single Piece	(53-56) 09	(57-60) 0 1 9 8	(61-63)
	24. Post Card, Single Piece	(64-65) 13	(66-69) 0 0 0 5	(70-72)
	25. USPS Postal Card	(73-74) 17	(75-78)	(79-81)
	26. Priority Mail	(82-83) 18	(84-87)	(88-90)
Third-Class	27. Ounce Rate	(91-92) 31	(93-96)	(97-99)
Fourth-Class	28. Zone Rate	(100-101) 41	(102-105)	(106-108)
	29. Special Rate	(109-110) 42	(111-114)	(115-117)
	30. Library Rate	(118-119) 43	(120-123)	(124-126)
	31. Bound Printed, Single Piece	(127-128) 44	(129-132)	(133-135)
	32. Penalty	(136-137) 54	(138-141)	(142-144)
Foreign - U.S. Origin	33. Letter Class	(145-146) 62	(147-150)	(151-153)
	34. Parcel Post	(154-155) 63	(156-159)	(160-162)
	35. AO	(163-164) 64	(165-168)	(169-171)
	36. Bundled Mail	(172-173) 71	(174-177)	(178-180)
	37. "Other" (Specify) <i>Free For The Blind, Handicapped</i>	(181-182) 72	(183-186)	(187-189) 0 0 1

INSTRUCTIONS

- Once the count is completed and the information is recorded in Section 2 Parts A and B, enter the amount of time (in minutes) used to complete this rural carrier route mail count in item 38.
- If there are any other remarks you may wish to state, use item 39.

for this purpose and be sure to check the block.

- Mail the completed form to the attention of the Data Collection Technician at the address identified in Section 1.

38. Time used by Postmaster or Designee to complete this count (in minutes).

(190-192)

0 1 0

Remarks

39. (193) ☐ Check if additional remarks.

APPENDIX I. PREPARING TO RESCHEDULE A TEST

Preparing to Reschedule a Test:

1. For all rescheduled tests, copy all information, except the scheduled test date, from the original Label 34R to a blank Label 34R.
2. Determine the new test date, enter it on the new Label 34R.

Test I.D.		Post Office Name		Sample Box Start No.	
CAG	Finance No.	Scheduled Test Date JAN 20, 90		Route Type	Route No.
MSC Name				ZIP + 4	

Label 34-R, January 1988

Test I.D.		Post Office Name		Sample Box Start No.	
CAG	Finance No.	Scheduled Test Date JAN 27, 90		Route Type	Route No.
MSC Name				ZIP + 4	

Label 34-R, January 1988

3. Affix the new Label 34R to a new book (Form 2858R). At the same time, mark "YES" in Item 109B, "Is this a Rescheduled Test?"
4. Put the Form 2858R, with its revised Label 34R, with the next week's test materials.
5. The original Form 2858R will be transmitted to Jeffersonville, IN with the completed tests for the week which it was originally scheduled.

APPENDIX J. CONDITIONS FOR TAKING A TELEPHONE READING

Telephone readings are acceptable on a Rural Carrier Route Test under the following conditions:

1. In small offices which have limited quantities of mail.
2. Under extreme conditions when travel could be viewed as hazardous.
3. When the data collector has to travel more than five (5) hours round trip, but has no other tasks to perform at the sampled office on the day in question.

If any or all of the above conditions and circumstances exist, these are the procedures to be followed:

1. Offices where telephone tests are conducted must have copies of Rural Carrier Route Test Training Materials, PS Form 2858R, PS Form 2847, PS Form 2848 and a Rural Carrier Template (These materials should be made available).
2. The contact must be knowledgeable about the attributes of a piece of mail, and must be able to describe a piece of mail accurately. Due to difficulties inherent in identifying First-Class ZIP+4 and third-class carrier route, special care should be taken to ensure that these categories are properly identified.
3. The contact must be someone who has previously assisted a data collector in the Rural Carrier Mail count. Prior to the test date, a data collector should discuss test procedures with the on-site contact. This includes testing the individual's understanding. Do not forget that the postmaster must also collect information on PS Form 2848 and that PS Form 2847 must also be properly completed.

4. MSCs must obtain permission in advance from their Rates and Classification Center for each telephone test. The Rates and Classification Center shall mail a list of routes, IDs, and dates of tests taken by telephone to the Cost Statistics Branch, Headquarters, not more than three days after each accounting period.
5. When completing PS Form 2858R, the data collection employee should enter his/her name in item 124. the "comments" bullet should be marked and item 125 should say "Phone Test contact: John Doe, phone (000) 123-4567."
6. If a telephone test is rescheduled due to data collection problems, it must be taken on-site.

The preferable condition would be to train a person at these remote sites to conduct on-site readings if conditions do not permit a data collector to travel to the sample site. In effect, on-site readings tend to enhance the reliability and validity of data. As such every effort should be made to conduct on-site readings.

APPENDIX K. INSTRUCTIONS FOR THE NEW CARRIER CASE -- OBSS
CASING (One-Bundle Sliding-Shelf)

- A. A new carrier case is currently being introduced around the country. This new carrier case is essentially a one route system which features the casing of all mail for a delivery point in one separation. The overall case is designed to provide one separation for each delivery along the route. All mail for a stop is cased together without regard for size or shape. As such, the case should be labeled so that each separation represents one possible delivery. In situations where a possible delivery receives more mail than a single separation can accommodate, a sufficient number of separations must be provided to accommodate all the mail for that stop.
- B. The Data Collector must adhere to the following rules to ensure an accurate mail count in the Carrier Cost System when one of the "One Case Systems" is encountered.
1. The data collector must make certain that all the mail to be delivered on the day of the test has been cased.
 2. For each sampled stop, the data collector must separate the cased mail into distinct groups, for example: Letters and Flats. Note: If it can not be determined whether a piece of mail is a letter or flat, etc., the piece(s) must be measured using the following dimensions:
 - a. **Letter.** letter shape mail consists of pieces with the following dimensions:

Minimum (inches)	Maximum (inches)
Length - 5 in.	length - 11-1/2 in.
Height - 3-1/2 in.	Height - 6-1/8 in.
Thickness - .007 in.	Thickness - 1/4 in.

- b. **Flats.** Flat-shape mail consists of unwrapped, paper-wrapped, sleeve-wrapped, and enveloped matter which exceeds one or more of the maximum dimensions for letter-size mail, but which does not exceed any of the maximum dimensions for flat-size mail:

Minimum (inches)	Maximum (inches)
Length-over 11-1/2 in.	Length- 15 in.
Height-over 6-1/8 in.	Height- 12 in.
Thickness-over 1/4 in.	Thickness- 3/4 in.

- c. **Parcels.** Any rigid article that will not fit in case with other mail, or direct bundle tied out at Mail Distribution. This includes parcels that meet the following minimum and maximum criteria and do not have any characteristics to make them flat size, irregular parcels, or outside parcels:

Minimum Criteria	Maximum Criteria
(1) Length- 18 in.	Length- 34 in.
(2) Width- 5 in.	Width- 17 in.
(3) Height/ Thickness 1-9/16 in.	Height/ Thickness 17 in.

- (4) Minimum - Weight - 8 ounces. Exception: Pieces weighing between 6 and 8 ounces are machinable if piece is rectangular in shape.
- (5) Maximum - Weight - 35 pounds. The maximum weight of a machinable (regular) carton containing books or other printed matter is 25 pounds.

- d. **Irregular Parcel (IPP) Machinable.** Small parcels, rectangular in shape, weighing between 6 and 8 ounces with sufficient density to allow them to be sorted by automatic parcel sorting equipment.
- e. **Irregular Parcel (IPP) Nonmachinable.** Parcels that cannot be processed by bulk mail center (BMC) parcel sorters. This includes parcels with any of the following characteristics:
- (1) **Length** - Less than 6 inches.
 - (2) **Width** - Less than 3 inches.
 - (3) **Height/Thickness** - less than 1/4 inches.
 - (4) **Weight** - Less than 8 ounces. Exception: Pieces weighing between 6 and 8 ounces are machinable if the piece is rectangular in shape.
 - (5) **Rolls and tubes** up to 26 inches in length.
 - (6) **Unwrapped, paper-wrapped, or sleeve-wrapped** articles that are not letter size or flat size.
 - (7) **Merchandise samples** that are not individually addressed.
 - (8) **Articles enclosed in envelopes** that are not letter size, flat size, or (regular) machinable parcels.

3. **NOTE:** Each mail piece must be classified as either letter-cased, flat-cased, or parcel mail for purposes of the Carrier Cost System. In effect, all mail pieces with the various dimensions listed above must be recorded in either of the three categories: letter-cased, flat-cased, or parcels.
4. **NOTE:** If there are any doubts about the dimensions of a mail piece, the rural route template must be used. The rural route template should always be carried with you for a Rural Route Test.

APPENDIX L. SEGMENTATION AND PHANTOM ROUTES

Some of the new programs designed to increase carrier efficiency and productivity include segmentation and phantom routes. Both segmentation and phantom routes will have some effect on the way in which Carrier Cost Tests are taken. Specifically, mail processed or prepared for delivery using segmentation must, along with all other mail for a test route, have an equal chance of being included in the mail volume count for each stop on the Forms 2858R. Understanding what is involved in segmented and phantom routes will help assure a correct mail count.

Definition of Segmentation. Segmentation is the sortation or preparation of mail into clusters or groupings for purposes of achieving greater processing and/or sortation efficiency. It involves the splitting of routes, firms or box sections into more than one section during processing in order to expedite the casing of the mail. The major characteristic of the segment is the ZIP+4. In effect, segmentation represents the smallest unit to which distribution can be made. Using the ZIP+4 segment concept, segments may be prepared by customers or contract personnel prior to entry, or in postal operations prior to dispatch or receipt by the carrier. Segments are parts of routes. They are not routes even though they may have some of the characteristics of a route.
NOTE: Segments must not be separately listed on the ODIS/RPW frame.

Changes in Mail Processing and Delivery Resulting from Segmentation which will affect Data Collection. Several conditions may evolve and impact on the Carrier Cost Test. These conditions must be dealt with in order to get reliable data from a test.

- o Presorted bundles may be relayed directly to the carrier's case or route, thus bypassing the carriers case.
- o Mail may be cased, by a Router or clerk, according to unique ZIP+4 codes, multi-tenant buildings, box sections or individual addresses.
- o There may be earlier carrier pull-downs on some routes because of casing assistance.
- o There are likely to be early deliveries or early partial deliveries on some routes.
- o There are likely to be multi-trips on otherwise one trip routes during some periods.

The outcome of these conditions and innovations is improved utilization of the carrier's office and casing time. As a result, the innovations are likely to present the following route patterns in given situations.

- o In some instances, there are likely to be multiple carriers delivering portions of a one-carrier route.
- o There are likely to be multi-deliveries on some single-delivery stops, particularly business stops.
- o And, there are likely to be multi-trips on otherwise single trip routes in given situations.

Multi-Trip Routes As An Issue in Segmentation. In some instances, segmented routes must be treated as multi-trip routes to maximize the data collection efforts. To be considered a multi-trip route, the route must have at least two pull-downs with at least two trips. At least twenty percent (20%) or 1/5 the stops on the route must be served twice (i.e., two times) on the day of the test. It is important to know the total number of stops on the route to determine whether a multi-trip route exists. For example, the following minimal number of stops on a 400 stop route must be used for an acceptance level.

$$\begin{array}{r} 400 \\ \times .20 \\ \hline 80 \end{array} \qquad \text{or} \qquad 400/5 = 80$$

Multi-deliveries, as opposed to multi-trips, exist when some portion of a route on a given day is served more than once. This service must include less than twenty percent (20%) of the route being served two or more times. This service may be provided by one or more carriers.

Data Collection on Segmented Routes. Mail to be included in a Carrier Cost Test is determined, in part, by the route pattern on the day of the test, 1-trip, 2-trip, etc. The route must be tested according to the way it is delivered on the day of the test.

Example: An otherwise single trip route is a multi-trip route on the day of the test. In addition to following the rules for testing a multi-trip route, mail worked in segments and prepared for delivery is included in the assembly of mail from which select stops are to be

counted. Provide segmented information only for the tested portion of the route.

1. Determine whether segmentation is used to process mail for delivery on the test route when making the required 24-hour in advance telephone notification to the facility which has the route to be tested. Also, determine the time of the carrier's first pull-down for the route to be tested.
2. Before recording any mail for the test stops be sure the carrier has at the case all segmented mail in the assembly of mail from which select stops are to be counted or know the location of segmented directs (made up by mail processing) which the carrier will be delivering on the street. (Instruction for recording directs are stated on page 57).

PHANTOM ROUTES. Phantom routes might be considered as special cases of segmented routes. Phantom route numbers have been experimented with over the last few years in the field. In general, a phantom route is created on the incoming primary or secondary to hold out a portion of the mail for two or more carrier routes. Stated differently, a phantom route number is assigned to multiple delivery segments from two or more carrier routes or a single large firm. The mail is then sorted manually to firm holdouts, apartment buildings, etc., and presented to letter carrier routes for delivery. Phantom routes are not entities of the Carrier Cost Frame (ORFEO Listing) and must not be separately listed on the ODIS/RPW frame. However, if the phantom route mail is sorted to the carrier routes and dispatched on a relay or firm delivery, as a result bypassing the carrier, some type of listing should be maintained on the ODIS/RPW

L-5

frame. When the phantom route appears on the sample selection as routes they must not be tested as routes. This mail should be included along with all other mail in the assembly of mail from which select stops are to be counted on a tested route.

GLOSSARY

ACCOUNTABLE MAIL -- Accountable mail is mail that requires the signature of the addressee upon receipt, such as certified or registered mail.

BULK MAIL CENTER (BMC) -- The BMC is a highly mechanized mail processing plant for the distribution of third-class and nonpreferential second-class mail in bulk form, and fourth-class mail in piece and bulk form.

BUSINESS REPLY MAIL -- BRM includes specially printed cards, envelopes, cartons, and labels that may be mailed without prepayment of postage. The postage and fees are collected when the mail is delivered to the addressee. Business Reply Mail may not be sent to or from other countries.

CARRIER ROUTE SCHEME -- A Carrier Route Scheme is the identification of the street names and numbers which have been assigned to a specific carrier route for delivery of mail.

CASE STACKING -- Case stacking is a manual distribution operation where the size of the case is determined by the number of separations in the stacking plan. The operation is similar to Easy case and tends to be better suited for smaller offices with 240 scheme items or less.

CAG (Cost Ascertainment Grouping) -- CAG is the grouping of post offices according to revenue units.

CITY DELIVERY -- City delivery is a carrier delivery of mail addressed to residences and businesses within an area having a population of 2,500 or more, or more than 750 possible deliveries.

DATA COLLECTOR -- The data collector is the person employed and trained to conduct the Carrier Cost Tests (i.e., 2858C and 2858R), and In-Office Cost Tests.

DOMESTIC MAIL MANUAL (DMM) -- The DMM is one of the six policy manuals of the USPS. The DMM covers domestic mail, Express Mail, First-, Second-, Third-, and Fourth-Class mail, and special services, and contains regulations for postage rates, mail classification, and mail preparation requirements.

GLOSSARY

EASY CASE -- Easy case is a modification of the traditional letter carrier case. The easy case has three sets of labels that may be rotated. One set displays the delivery addresses that are set up in traditional route delivery order; the second set has labels arranged by street in some alphabetical order to enable a carrier unfamiliar with a route to place the mail in the proper separation without much search time; the third set of labels specifies how the second set of labels (Easy Case) should be pulled down. This results in the normal pull down and route travel pattern displayed on the first (traditional) set of labels. Easy case labels appear to benefit only those employees who are unfamiliar with a particular route. The process is useful in any size office and may be quite useful in situations where a clerk is not familiar with conventional format or delivery sequence.

FIELD DIVISION GENERAL MANAGER/POSTMASTER -- The Field Division General Manager/Postmaster is responsible for the proper implementation of the Carrier Cost System (i.e., City and Rural), and In-Office Cost System in all selected offices in his/her jurisdiction.

FIELD DIVISION CONTROLLER -- The Controller is responsible for seeing that Carrier Cost Test (i.e., City and Rural) and In-Office Cost readings are conducted according to the established procedures. The Controller is assigned division-wide administrative responsibilities, and provides guidance and direction in all major facilities in the division, including the division host office, associate offices, MSCs and BMCs. Must maintain an on-going division-wide monitoring program.

FIELD DIVISION, STATISTICAL PROGRAMS COORDINATOR -- The Statistical Programs Coordinator is assigned division-wide responsibility for operating and maintaining the integrity and accuracy of the Carrier Cost System and the In-Office Cost Program. Two of the primary duties involve implementing national guidelines for the Carrier Cost System and the In-Office Cost Program.

FIRM ZIP -- Firm Zip is designed to make optimum use of automated equipment. The system is primarily for use with large volume mailers who use courtesy or business reply mail and share a common ZIP code. The primary emphasis tends to be on unique 5-digit ZIP codes assigned to firms that receive a high volume of mail, or unique ZIP+4 codes assigned to firms that receive 10 or more pieces of mail on the average. The system is designed to provide better service to high volume customers, and the mail must be OCR readable and must bear a ZIP+4 code.

GLOSSARY

HOLDOUT -- A Holdout is mail held for special handling and dispatch, and for businesses which receive a large volume of mail.

HOT CASE -- A Hot Case is a special distribution case in a delivery unit for last-minute sorting of mail the carrier collects enroute.

LINEAR ROUTE -- The linear route concept embraces a scheme for simplifying mail distribution. Its major benefits tend to be found primarily in mail processing because scheme distribution is simplified by reducing the number of memory items or scheme splits. The linear route concept tends to establish routes that go up and down the same street or streets, thereby creating deadheading, additional vehicle moves, etc. This process will not affect the mail count in Carrier Cost System.

MANAGEMENT SECTIONAL CENTER (MSC) -- An MSC is a designated postal facility whose manager has full responsibility for all post offices within an assigned ZIP Code area.

MANAGEMENT SECTIONAL CENTER STATISTICAL PROGRAMS ADMINISTRATOR

The Statistical Programs Administrator is responsible for the collection of statistical data associated with national programs relating to revenue, cost, and service within an assigned MSC area. Two of the primary responsibilities of the administrator involve implementing and operating the Carrier Cost tests and In-Office Cost readings in his/her office.

OBSS CASES (One-Bundle Sliding-Shelf) -- OBSS Cases provide a one route system which features the casing of all mail for a delivery point in one separation. The overall case is designed to provide one separation for each delivery point on a route. All mail for a stop is cased together without regard for shape or size. In general, it is a carrier sorting case which permits sorting of both letters and flats in the same separations; it is modular. The casing method has been utilized most often on Curb Routes. The casing method should not have any negative effects on mail count in the Carrier Cost System.

ORFEO (ODIS RPW Frame Entity Operations) -- ORFEO is a computerized data entry and retrieval system for maintaining on-line descriptive information for all delivery units.

GLOSSARY

PHANTOM ROUTES -- Phantom route numbers are assigned to multiple delivery segments from two or more carrier routes for incoming primary or secondary distribution purposes. The mail is sorted manually to firm holdouts, apartment buildings, etc., and presented to letter carrier routes for delivery. Phantom routes are not entities of the Carrier Cost Frame and only appear there as infrequent data collector errors made in updating the frame. When they appear on the sample selection as routes they must not be tested as routes. This mail should be included and counted along with all other mail from the "parent" route from which select stops are to be counted on a tested route.

RATES AND CLASSIFICATION CENTER (RCC) -- The Rates and Classification Center reports directly to Headquarters. This Center, through its Statistical Programs Coordinator is responsible for: (1) providing continual orientation to all appropriate sectional center and post office personnel. The Center also supports Divisional efforts to monitor the operation of all statistical programs to assure that they are being conducted in accordance with official instructions. (2) emphasizing to the postmasters at all participating post offices that they will be held strictly accountable for the integrity of the statistical programs

ROUTER -- A router is generally a level 5 city letter carrier assignment. The duties consist of casing, routing and sequencing mail for a group of routes. Assignments may include street duties, but the duties are usually in the office routing mail for various city delivery route types (park and loop, motorized, residential, business, mixed routes, etc.). Normally routers sort bulk business mail in delivery order in the morning or afternoon after the regular carriers have left the office to deliver the routes. The router is viewed as an effective way of managing increases in volume by assigning duties on a route or several routes to a router.

RURAL DELIVERY SERVICE -- Rural Delivery Service involves a rural route operated primarily to deliver and collect mail from roadside boxes owned and maintained by residents of communities without convenient postal facilities.

SATURATION MAILING -- A saturation mailing is a mailing which is sent to at least 75 percent of the total addresses on a carrier's route or 90 percent of the residential addresses on the route. If a saturation mailing takes place on the day of the test, it is important that the data collector do the following: first, the data collector must note in the appropriate categories that a saturation mailing is a part of the test route; second, it is important to record the piece in the appropriate mail class category for each sampled stop.

GLOSSARY

SEGMENTATION -- Segmentation involves the sortation or preparation of mail into clusters or groupings for purposes of achieving greater processing and/or sortation efficiency. The major characteristic of the segment is the ZIP+4. Segmentation represents the smallest unit to which distribution can be made. Using the ZIP+4 segment concept, segments may be prepared by customers or contract personnel prior to entry, or in postal operations prior to dispatch or receipt by the carrier. Segments are parts of routes. They are not routes even though they may have some of the characteristics of a route. The primary purpose of segmentation is to reduce carrier casing time.